

**RIO RANCHO  
PUBLIC SCHOOLS**



**ATHLETIC HANDBOOK**

Revised May 26, 2007

# **TABLE OF CONTENTS**

- I. General Information
  - A. A Message From The Athletic Director
  - B. How To Be An All-Star Parent
  - C. Mission Statement
  - D. Governing Authority
  - E. Sports Offered
  - F. Statement Of Equal Opportunity
  
- II. Eligibility Under RRPS and NMAA Policies
  - A. Physical Examination
  - B. Participation Contract
  - C. Insurance
  - D. Academics
  - E. Attendance and Participation
  - F. Transfer Students
  - G. Changing Sports
  - H. Additional Rules Of Eligibility
  
- III. Student Activity Code of Conduct
  - A. Student Activity Code Of Conduct
  - B. Code Violations And Disciplinary Consequences
  - C. Determination Of Code Violations
  - D. Additional Guidelines For Student Conduct

## Appendix A Healthy Choices

- 1. Dietary Recommendations
- 2. Flexibility Recommendations

## Appendix B Illness & Injury

- 1. Athletic Training
- 2. Illness/Injury Reports
- 3. Initial Response To Injury
- 4. Follow-Up Care For Injury

### **Appendix C Responsibilities Of Athletic Personnel**

1. All Athletic Personnel
2. Athletic Director
3. Head Coaches
4. Assistant Coaches
5. Head Athletic Trainer

### **Appendix D Responsibilities of Athletic Department**

1. Plan Activities
2. Provide Instruction
3. Provide Safe Physical Environment
4. Provide, Maintain & Explain Use Of Equipment
5. Match Students
6. Evaluate Capacity To Participate
7. Supervise Activity
8. Warn Of Inherent Risks
9. Emergency Assistance

### **Appendix E Travel**

1. General Conduct And Appearance Of Students
2. In-Town RRPS Sanctioned Events
3. Out-Of-Town RRPS Sanctioned Events
4. Lodging
5. Meals

### **Appendix F Sportsmanship**

1. General Considerations
2. Prior To Event
3. During Event
4. Following Event

### **Appendix G Athletic Equipment**

1. Responsibilities of Students
2. Responsibilities of Athletic Personnel

### **Appendix H Miscellaneous Provisions**

1. Gymnasium
2. Leaving An Athletic Squad
3. Carry-Over Sports
4. Letters, Certificates, And Numerals
5. Directions To Other School Sites

# I. GENERAL INFORMATION

## A. A Message From The Athletic Director

Welcome to the athletic program at Rio Rancho Public Schools (“RRPS”). We are excited about your participation in one or more of our sports and hope that you have a positive learning experience from your efforts.

The contents of this Athletic Handbook are designed for you, the student, and your parents/guardians. It answers many questions you may have regarding the operation of our athletic program. This Athletic Handbook is not intended to be all-inclusive; however, its policies and procedures will be followed completely. **Both you and your parents/guardians must complete the Rio Rancho Public Schools Participation Contract and Physical Examination Certification forms contained in the packet of pre-participation forms and return it to your coach/activities sponsor or the athletic office before you will be allowed to engage in practice or participation.** Signing these forms indicates that you and your parents/guardians have had an opportunity to familiarize yourselves with the contents of this Athletic Handbook and have had any questions regarding its contents answered for you.

Rio Rancho Public Schools will strive to continue providing its students with the best possible opportunities for a very rewarding experience.

Best of luck for a very successful year.

Andrew C. Sweet  
Executive Director of Athletics

## **B. How To Be An All-Star Parent**

How do you define an all-star parent? Very simply, an all star parent is a good sport and a great fan. To become an all-star parent of a student, there are times when you must stop parenting. When your son or daughter changes into uniform and becomes a student athlete, you also have to change – from a parent to a fan. Your job on the sidelines or in the stands is not to be a parent, but to be your child’s greatest fan.

There’s no trick here. You already know how to do this. Remember how you behaved when your baby was learning to walk? You were a fan and a supporter, weren’t you? You applauded the “downs” as well as the “ups”.

You never said things like, “What’s taking you so long?”, “How come the kid down the street is walking better than you?”, or “Why do you keep making the same mistakes over and over again?” You were the world’s most appreciative audience.

Why should it be any different now that your child is an athlete? Your job is not to be the coach (unless you are the coach) or the expert. You are there so that you can share the thrill of victory and the agony of defeat – together.

In fact, your child needs your support more in defeat than in victory. Did you ever notice that strangers feel free to come out of the stands and congratulate the winners? But, in defeat, sometimes an athlete’s own teammates and coaches ignore him/her. As a parent you have to be there to cushion setbacks with a positive “We’ll get ‘em next time!”

Three “B’s” For All-Star Parenting:

1. Be There
2. Be Positive
3. Be Seated

**Be There** – You can never hope to be an all-star parent unless you show up at games. Regardless of the skill level of your child or the success of the team, go to the games. BE SUPPORTIVE. Don’t be a fickle, fair-weather fan.

**Be Positive** – On the sidelines, if you can’t say something positive, don’t say anything at all. Nothing good comes from negative statements and nothing negative comes from positive ones. If you can’t be positive, at least be silent.

**Be Seated** – Even though it’s good to be positive, it’s also good not to overdo it. Don’t stick out. Be an admirer, not a cheerleader. Athletes should not confuse your voice with the public address system.

Once you start to become a positive, acknowledging fan, an interesting thing may happen. Your child will want you at the games. When this happens, you will know that you are considered to be an important member of your child’s personal all-star support team.

Rob Gilbert, Ph.D.

### **C. Mission Statement**

The mission of the Rio Rancho Public Schools (“RRPS”) interscholastic extracurricular activities and athletic programs is to provide all students with additional opportunities to develop their physical and mental abilities beyond those provided by the academic program. Through sports and other extracurricular activities, students may learn the value of hard work, discipline, team building, sportsmanship and other positive attributes that strengthen a student’s character. Athletics is a joint endeavor in which coaches are expected to help participating students develop the positive lifetime skills associated with self-discipline, dedication, personal commitment, personal sacrifice and good sportsmanship necessary for a successful team. Success as a team includes not only reaching the goal of individual maximum potential, but also graciousness in both victory and defeat, and fair play in every competition.

### **D. Governing Authority**

1. The extracurricular activities and athletic programs of RRPS are under the direct auspices of the New Mexico Activities Association (NMAA) and the Rio Rancho Board of Education (“Board”). The NMAA is empowered by the State Board of Education to supervise and regulate all interscholastic activities and athletics in the State of New Mexico. NMAA rules and regulations can be found on its website: [www.nmact.org](http://www.nmact.org). Students, by participating in interscholastic activities and sports, agree to abide by and be subject to the laws of the State of New Mexico, the NMAA rules and regulations, RRPS Board Policies, and the rules and regulations contained in this Athletic Handbook for both on and off campus conduct, at all times, 24 hours per day, 12 months per year beginning on the first day of the fall season.
2. It is the responsibility of the student, his/her parents/guardians, and the RRPS athletic personnel to understand and comply with all laws, policies, rules and regulations.
3. The regulations contained in this Athletic Handbook shall be interpreted consistently with federal, state, NMAA and RRPS statutes, rules, regulations and policies. The regulations contained in this Athletic Handbook supersede all previous Parent/Student Student Handbooks or Manuals and are effective as of July 1, 2007.
4. If this Athletic Handbook does not address specifically an individual situation, administrators and coaches/activities sponsors shall seek guidance from RRPS Board Policies, NMAA regulations, and state and local laws. Where the laws, rules, regulations and policies do not address an individual situation, coaches and administrators shall exercise their discretionary judgment as the circumstances require.

## **E. Sports Offered**

Rio Rancho High School is a member of District 5AAAA, and presently provides teams for interscholastic competition in each of the following sports:

### Fall

Football  
Boys & Girls Cross Country  
Girls Volleyball  
Boys & Girls Soccer  
Cheer

### Winter

Wrestling  
Boys & Girls Swimming  
Boys & Girls Basketball  
Cheer

### Spring

Boys Baseball  
Girls Softball  
Boys & Girls Golf  
Boys & Girls Track  
Boys & Girls Tennis

## **F. Statement Of Equal Opportunity**

It is the policy of Rio Rancho Public Schools not to discriminate on the basis of race, creed, gender, national origin, religion, age, marital status, sexual orientation, veteran status, or disability in its educational programs, activities, or employment practices. If you believe you have, or your child has, been discriminated against or treated unjustly at school, please contact Tonna Burgos, Title IX Coordinator in the RRPS Administrative Office, 500 Laser Road, 505-896-0667. She will discuss the situation with you and, if you wish, help you file a grievance.

## **II. ELIGIBILITY UNDER RRPS AND NMAA POLICIES**

In accordance with the RRPS Board Policies and NMAA regulations, a student will be considered eligible to participate in athletics (practices and competitions) only after complying with all of the requirements in Subsections A through H, below, as well as those set forth in Section III.

### **A. Physical Examination**

A student participating in extracurricular athletics must be physically fit, and this fitness must be based on a physical examination of the student conducted after May 1 (April 1 for cheer/drill participants) and verified in writing by a licensed medical, chiropractic or osteopathic physician (collectively, "Physician"), to the extent authorized by their practice act and licensing authority. This certification shall be maintained in the main office of the school attended by the student and is valid for participation in any and all extracurricular activities through the following school year. Parents/Guardians are responsible for arranging for the student's examination by a Physician and for paying any costs associated with the examination.

The purpose of this examination is to determine the student's general fitness for participation in athletics. It should NOT be considered as a comprehensive medical examination or evaluation or a substitute for general medical care by the student's personal physician.

If any significant medical change occurs during the school year for which the certification is valid, the student may be asked to obtain a new certification from his/her Physician prior to returning to participation or practice.

A copy of the Physical Examination Certification form is included with this Athletic Handbook.

### **B. Participation Contract**

In addition to the Physical Examination Certification form, a student and his/her parents/guardians must submit to the athletic office or students coach a signed Participation Contract, a copy of which is included with this Athletic Handbook, in order for the student to be eligible to participate or practice in an extracurricular activity. The Participation Contract requires that prior to a student's participation, the parent/guardian consent to the student's participation and medical release, adherence to the Section III. Student Activity Code of Conduct, and student's participation in the RRPS/drug testing alcohol program outlined in Section III.B. of this Athletic Handbook.

### **C. Insurance**

All students must be covered by both health and accident insurance prior to practice or participation in extracurricular activities or athletics. A student may elect to be covered under a private insurance plan by indicating this fact on the Participation Contract in the appropriate section and providing documentation of proof of insurance to the Athletic office. If the student does not elect to be covered under a private insurance plan, the student will be covered

automatically under the insurance plan offered through RRPS each year. The RRPS insurance plan requires a nominal fee each year for which the student's parents/guardians are responsible. In addition, students who participate in football can obtain football insurance forms from the Athletic office or from the coach; however, this insurance only covers injuries sustained while practicing or competing in football with the RRPS team.

## **D. Academics**

Board Policy 304 requires that all students be academically eligible to participate in extracurricular activities and athletics. In order to be academically eligible:

1. A student shall have passed a minimum of three classes and maintain a 2.0 grade point average on a 4.0 scale, either cumulatively or for the grading period immediately preceding participation, in order to be eligible to participate in any interscholastic extracurricular activity. Only class work acceptable for graduation credit and graded on a 4.0 scale (no "CR" or "P/F" or "Incomplete" grading) will be considered in determining academic eligibility. The term "grading period" means a period of time not less than six weeks.

2. A student is permitted to make-up any one-semester class during the summer school period following the present school year, and the make-up grade earned shall be considered in the determination described in the preceding paragraph.

3. A special education student who is making adequate progress in meeting the goals and objectives on the individualized education plan (which must also indicate and/or recommend participation in Interscholastic Athletics), as assessed by the Individualized Education Program Committee's determination, will be academically eligible.

4. If necessary, a student should seek assistance in maintaining academic eligibility.

## **E. Attendance and Participation**

In order to be eligible to participate in extracurricular activities:

1. A student must be enrolled in more than half of the school's regular class schedules and in regular attendance during the current, as well as previous, grading period.

2. A student must be in attendance for at least half of a school day to participate in practice or a game; on that same day.

3. A student entering school shall be enrolled by the tenth (10<sup>th</sup>) day of that semester to be considered eligible. If the student is not enrolled by the tenth (10<sup>th</sup>) day, the student is ineligible until his/her eleventh (11<sup>th</sup>) day of attendance. A student is required to practice the required number of days as determined by the coach or activities sponsor of each sport or activity in advance of participating in an interscholastic competition.

4. A student shall not be absent from school in excess of fifteen (15) days per semester, and no class may be missed in excess of fifteen (15) times per semester.

5. A student is eligible for eight (8) consecutive semesters starting with the 9<sup>th</sup> grade year, or ten (10) consecutive semesters beginning with the 8<sup>th</sup> grade year if the student participates in any sport at the high school level during his/her eighth (8<sup>th</sup>) grade year and the eighth (8<sup>th</sup>) grade semesters are within the same academic year.

6. A student is limited to one (1) season of a specific sport per school year, regardless of whether a student transfers, and cannot participate in more than four (4) seasons in a particular sport while in grades 9-12 or five (5) seasons of a particular sport if a senior competed at a high school level while in eighth (8<sup>th</sup>) grade. It shall be considered a season of participation in a specific 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 interscholastic contest, regardless of team level. A student in uniform for his/her team shall be considered as having participated in a sports season.

7. A student uses a semester of eligibility if he/she attends one or more class periods in a semester, unless the following criteria are met:

a. The student is forced to withdraw due to illness, injury or disability (as defined by the federal Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.) and the withdrawal is necessary because of the student's medical condition or disability and the District, in its discretion, has obtained approval from NMAA.

b. The student is forced to withdraw on or before the fifteenth (15<sup>th</sup>) day of the semester.

c. The student must not have participated in any interscholastic athletic event during the semester from which the student withdraws.

d. The student must have been academically eligible at the time of the withdrawal, unless the academic ineligibility is a result of a disability which is the basis for the student's withdrawal.

e. The student must continue to be unable to attend school for at least the remainder of the semester.

f. The student must meet all other eligibility standards.

8. Participation in evening performances, social events or competitions should not affect school attendance on the following day. When performing or competing during the school day, students must return to classes immediately after the event.

9. A student placed on suspension for any reason will not be allowed to practice or compete in contests during the suspension period.

10. A student who desires to attend a camp, clinic, or be on vacation during a sport season must notify his/her respective coach prior to the beginning of practice for that season. For each RRPS game a student misses due to his/her participation in a camp or clinic, or due to an unexcused absence, the coach may elect to suspend the student from playing in the next two contests at that level. If the missed game is part of a state tournament series, the student shall be dropped from that RRPS team and the student shall forfeit his/her award for participating on that team. This policy is intended to protect the integrity of all RRPS teams and enhance the ethic of commitment and teamwork that participation in interscholastic athletics can provide students.

## **F. Transfer Students**

A student's eligibility to participate in RRPS athletics upon his/her transfer into the RRPS system from another school district will be reviewed at the time the transfer student officially enrolls and begins attending an RRPS school. All factors affecting the transfer student's eligibility in the previous district will be considered in determining the date on which the transfer student becomes eligible for participating in RRPS athletics.

1. Good Standing. The Principal of the RRPS receiving school must have received an NMAA approved Form "C" from the previous school's Principal. A transfer student is ineligible to compete at any level of competition for 90 school days/180 calendar days, unless the transfer has been approved by the NMAA. If a student transfers after participation in a sport season has begun, regardless of change in residence, the student is ineligible for the remainder of the season for that particular sport.
2. Varsity. A transfer student who complies with the good standing requirements in Subsection 1 is ineligible to compete at the varsity level for 90 school days/180 calendar days in any RRPS interscholastic athletics UNLESS the parents/guardians of the transfer student effect a bona fide change of residence to the Rio Rancho attendance area. A bona fide change of residence must result in all household goods being transferred from the previous residence to the new residence, the parents/guardians must actually reside day and night at the new address, and the change in residence cannot be an attempt to circumvent the intent of the transfer rule. A bona fide change of residence also may occur when the family unit has been disrupted as a result of divorce, separation, or other circumstances beyond the control of the student. A transfer student whose parents/guardians effect a bona fide change of residence to the RRPS attendance area, and who also satisfies the good standing requirements of the preceding Subsection 1, is eligible to compete at the varsity level on the date of NMAA approval. The student shall be enrolled ten (10) days and practice the required number of days prior to participating in an interscholastic competition. The Principal of the RRPS receiving school shall verify the student's legal residence and ascertain that the transfer is not in violation of these regulations.
3. Sub-Varsity. A transfer student who satisfies the requirements of Subsection 1 and 2, above, and is not a senior transfer student is eligible to compete at the sub-varsity level in any RRPS athletics as of the date of NMAA approval.

4. In-Coming Ninth Grader. If a student is an incoming 9th grader who has not previously competed in interscholastic sports at the high school level, and the student satisfies the requirements of Subsection 1, above, the transfer student is immediately eligible to compete at all levels in any RRPS interscholastic athletics under the Open Enrollment rules of the NMAA.
5. Appeal. A transfer student who is declared ineligible under this regulation may appeal the decision through the NMAA appeal procedures.

## **G. Changing Sports**

Students will be allowed to transfer from one sport to another during a given season only with the approval of both coaches and the Athletic Director. Should a student quit a sport or be dismissed from a sport during the season, the student will not be eligible to join another athletic team during their pre-season practice. For example, a student who quits or is dismissed from a fall sport cannot join a winter sport team until the fall season ends.

## **H. Carry-Over Sports**

The following guidelines are to be followed when dealing with students who are completing one sport while another is beginning:

- Concluding sport has priority. Students are not to be discouraged from attending the practice of the beginning sport after the practice of the concluding sport has been completed. Conversely, students are not to be penalized for completing their commitment to the concluding sport; and
- Appropriate restrictions in the beginning sport may be requested by the concluding sport's coach for the dual-sport students.

These guidelines are NOT intended to put the student in the middle of any controversy. All students that may be involved in two sports should be identified prior to the start of the beginning season and parameters set at that time to ensure that students and parents/guardians are clear on the expectations and commitment expected of the student.

## **I. Additional Rules Of Eligibility**

A student shall not be eligible to participate in a particular interscholastic sport if the student:

1. Has ever engaged professionally in that particular interscholastic sport;
2. Is nineteen (19) years of age or older before 12:01 a.m. on September 1st of the current school year;
3. Has ever accepted an award for his/her high school participation from an outside source other than an inexpensive, unframed, uncounted paper certificate of recognition;
4. Has ever received any money for expenses or otherwise for his/her participation in an athletic contest;

5. Has competed on an outside school team (as a team member or as an individual) while out for an RRPS sport and during that sport's season without the prior written consent of his/her Principal; or
6. Has ever trained or practiced with a college squad or participated in a college event.

### **III. STUDENT ACTIVITY CODE OF CONDUCT**

A student's eligibility to participate in RRPS extracurricular activities is determined by compliance with this Student Activity Code of Conduct ("Code"), in addition to the requirements of RRPS Board Policies and NMAA rules and regulations identified in Section II of this Athletic Handbook. The Code identifies eligibility criteria for students who participate in any and all extracurricular activities, including, but not limited to, athletics, music ensembles, debate, speech, cheerleading, pom-pom squads, drama, academic decathlon, and other school sponsored performances and/or competitions. Student performances and/or competitions in extracurricular activities that contribute to a grade in an academic class are not included in this Code. This Code is in effect on a year-round (12-month) basis, and applies to both on- and off-campus conduct. Students and their parents/guardians are required to sign and submit the Athletic Code of Conduct and Participation Contract ("Participation Contract") as a precondition to the student's participation in extracurricular activities and athletics. By signing the Participation Contract, the student and his/her parents/guardians acknowledge and agree to the eligibility requirements set forth in this Athletic Handbook, as well as the RRPS Board Policies, the NMAA rules and regulations, and other state and local laws and regulations.

#### **A. Prohibited Conduct.**

Any student subject to the Code shall not engage in Prohibited Conduct. For purposes of this Code, "Prohibited Conduct" shall include conduct by a student in which the student:

1. Possesses, uses, consumes or distributes any tobacco products, alcoholic beverages or other controlled substances (collectively referred to as "Prohibited Substances"). The term "controlled substances" means those substances identified in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. § 812 or its implementing regulations, 21 C.F.R. § 1308.11 to 1308.15, where the use of such substances is not authorized by law, not authorized by a valid prescription, and not considered the misuse of a legal substance, including, but not limited, to the use of prescription drugs that may affect an individual's ability to think and perform. In addition, "controlled substances" include barbiturates, anabolic steroids and other performance enhancing substances, cocaine (including crack), amphetamines, heroin, PCP, hallucinogens, certain prescription drugs, all look-alike drugs, and dietary supplements which have not been approved by the Food and Drug Administration (e.g., creatine, excessive caffeine use, etc.);
2. Engages in any Prohibited Activities set forth in RRPS Board Policy 336;
3. Knowingly attends parties or events where Prohibited Substances are being consumed. If a student does not knowingly attend a party or event where Prohibited Substances are

being consumed, but subsequently becomes aware of the presence or consumption of Prohibited Substances, the student shall promptly leave the party or event or contact his/her parent or guardian if student does not have a means of transportation. A student who violates this Subsection shall be suspended from participation in the extracurricular activity for up to 10 days. The student's mere attendance at family gatherings hosted by the student's parents/guardians or other social gatherings where the student is under the direct supervision of his/her parents/guardians and where tobacco products or alcohol is consumed by others is not itself, considered a violation of this Subsection. However, if it is determined that the student has consumed Prohibited Substances, the consequences set forth in Section III(C), below, shall be imposed.

4. Engaging or participating in a conduct or behavior that results in the arrest or conviction of a misdemeanor or felony. The failure of the legal system to prosecute a misdemeanor or felony does not preclude disciplinary consequences imposed pursuant to Section III(c). below.

## **B. Drug/Alcohol Testing Program**

All students who wish the practice and participate in extracurricular activities and athletics shall be subject to the drug/alcohol testing program outlined herein for the entire calendar year (12 months) or for as long as they participate in the District's extracurricular activities and programs. Each student and his/her parents/guardians must read, sign and date the Student Drug/Alcohol Testing Consent which is included on the Participation Contract before the student shall be eligible to practice or participate in any extracurricular activities program. By signing the Participation Contract, the student and his/her parents/guardians consent to the student providing urine, saliva or breath exams under the circumstances described herein.

The drug/alcohol testing program is comprised of two components. First, the District will conduct random and unannounced drug/alcohol testing at a minimum of one (1) time per month in the manner outlined below. Second, any student participating in any extracurricular activity or athletics may be subjected to drug/alcohol testing at any time while on District property or at District-sponsored events if the student's behavior and/or circumstances give rise to individualized suspicion.

### **1. Random and Unannounced Selection and Testing Procedures.**

a. Random and unannounced testing will occur at a minimum of one (1) time per month.

b. On the first school day of each month, three school personnel will determine the number of days on which to conduct the drug/alcohol testing, as well as the date(s) of the unannounced testing day(s) for that month by randomly selecting one number between one (1) and five (5) to determine the number of tests to be conducted each month. The school personnel then will select the dates on which testing will occur by selecting numbers between one (1) and thirty-one (31) to correspond with calendar dates. If the date chosen

falls on a non-school day, an additional number will be drawn until a testing day can be determined.

c. On the date(s) selected, up to twenty-five percent (25%) of all students eligible for extracurricular activities and/or up to twenty-five percent (25%) of students participating in each extracurricular activity shall be selected randomly in the following manner:

i. All eligible students (i.e., those students who have submitted signed Participation Contracts) and eligible participating students will be assigned a number, and all numbers will be included within a designated container.

ii. Numbers will be drawn randomly from the designated container in the presence of three (3) school personnel.

iii. The students whose numbers are randomly selected will be notified on the date of testing at school and will be escorted to the designated drug-testing areas. There will be no prior notice or warning that the student is being tested on the selected day.

d. A certified drug testing company contracted by RRPS will perform the testing of the student's saliva, urine, or breath. The company chosen shall be required to have detailed written procedures to assure proper chain of custody of the samples, proper laboratory control, and scientifically validated testing methods.

e. The drug testing company will contact the Superintendent or his/her designee with the tests results. If a test is positive, the Superintendent or his/her designee will immediately contact the student and the student's parents/guardians and schedule a conference at which time the student and parents/guardians may explain the positive results. Parents/guardians may provide doctor's prescriptions and documentation in the form of prescription containers of any drugs that the student was taking that may have affected the outcome of the drug/alcohol test. These prescriptions must be properly dated and must be verified by pharmacy records. The District reserves the right to investigate any anomalies in the timing and documentation of prescription labels.

f. Parents/guardians may request that another test be performed on the remaining unused urine or saliva samples at their own cost.

g. A refusal or failure to provide a sample, or spoilage of a sample, will be treated as a resignation from all extracurricular activities for the remainder of the current school year. In addition, a student who refuses or fails to provide a sample shall be required to undergo a drug/alcohol test prior to his/her participation in any futures extracurricular activities.

h. No student shall receive an academic penalty solely as the result of a positive test result or a refusal to provide a sample, unless the student is found to be in violation of this Code or other RRPS Board Policies, such as Policy 339, in addition to or in conjunction with a positive test result or refusal to provide a sample.

## **2. Testing Based on Individualized Reasonable Suspicion.**

Pursuant to RRPS Board Policy 339 and the procedures promulgated thereto, a student may be subject to searches and/or drug/alcohol testing when individualized reasonable suspicion arises of a student's drug/alcohol use or possession.

## **C. Code Violations And Disciplinary Consequences**

1. **First Violation.** Any student who engages in Prohibited Conduct (as defined above in Section III(A)) shall be subject to a penalty of four (4) weeks suspension for tobacco use and nine (9) weeks suspension for any other substance abuse from the student's present extracurricular activity or sport; if the student is not engaged in an extracurricular activity or sport at the time he/she is found to be in violation of the Code, this suspension shall apply to the beginning of the extracurricular activity in which the student next participates.
2. **Second Violation.** Any student who engages in Prohibited Conduct for a second (2<sup>nd</sup>) time while in grades 9-12 shall be suspended from all extracurricular activities or sports for one (1) calendar year from the date of the violation.
3. **Third Violation.** Any student who engages in Prohibited Conduct for a third (3<sup>rd</sup>) time while in grades 9-12 shall be permanently suspended from all high school extracurricular activities or sports.
4. A student who participates in a school-approved community service or substance abuse education program, has agreed to continue to be subject to random testing at the parent/guardian's expense, and has no violations for at least one (1) calendar year from the date of his/her most recent violation may petition the Athletic Director to have his/her penalty reduced by one (1) level after the period of ineligibility has expired. The reduction of violation level may occur only once in a student's high school career.
5. A student who knowingly falsifies or fails to report information regarding eligibility status or violations of the Code shall be subject to a period of ineligibility from extracurricular activities or sports for one (1) calendar year.
6. In addition to the penalties set out in Subsections 1 through 5, above, a student who violates any drug/alcohol related provision in Section III(A), above, shall be referred to the Student CORE Team, as defined by RRPS Board Policy 222, at the student's school.
7. If there is not a sufficient amount of time remaining in the scheduled season to fulfill the terms of the disciplinary consequence imposed by the Hearing Panel, the discipline imposed shall be carried over to the tournament series, if applicable, and to the next sport or extracurricular activity in which the student would otherwise participate. A season is defined as commencing with the first day of practice and concluding with the last contest or performance. If a student engages in Prohibited Conduct when school is not in session, or if the student is not currently participating in an extracurricular activity or

sport at the time that a student's violation of Prohibited Conduct is determined to have occurred, the disciplinary consequences will be carried over and apply to the next extracurricular activity or sport in which the student wishes to participate. It is the student's sole responsibility to notify his/her coach or activities sponsor/director that the violation occurred prior to the start of the season or when school is not in session. The coach or activities sponsor/director shall notify the Athletic Director to arrange for a Hearing Panel to determine the student's eligibility. If a student fails to notify his/her coach or activities sponsor/director about the violation, the consequences under Subsection 5, above, shall apply.

8. If a student is disciplined by RRPS for reasons other than conduct that is covered by this Code, the student shall be suspended from his/her extracurricular activity or sport for the same duration as the discipline imposed by the RRPS authority.
9. The consequences outlined above in Subsections 1 through 8 represent the **MINIMUM** disciplinary consequences imposed by RRPS. The Hearing Panel may impose a greater disciplinary consequence, including expulsion from the extracurricular activity or sport, in its discretion, based upon the severity of the student's violation. In addition, individual team rules and requirements may impose more severe sanctions, in which case the more stringent consequence shall be imposed.

#### **D. Determination of Code Violations**

The procedures stated herein shall be followed and are the exclusive hearing process when a Code violation may have occurred. These procedures are in addition to, and not in lieu of, any disciplinary action that may occur as a result of a student's violation of RRPS Board Policies applicable to all students. These procedures do not create any vested interest or property right in the student's continued participation in extracurricular activities or athletics.

1. When the Athletic Director or Principal receives information concerning a possible Code violation:
  - a. The student and parents/guardians shall receive oral or written notification of the allegation(s) against the student from the Athletic Director or coach/activities sponsor, and the student shall be suspended from the privilege of participating in extracurricular of athletic activities pending a final determination of the violation;
  - b. The student and parents/guardians may respond to the allegation(s) at an informal hearing. If the student and parents/guardians wish to respond to the allegation(s), the student and parents/guardians shall submit a written request for a hearing before the Hearing Panel no later than two (2) school days after the student and parents/guardians receive notification of the allegation(s). If the student and parents/guardians fail to respond to the allegation(s), then the proposed discipline for the violation of this Code shall be implemented;

- c. The Hearing Panel shall consist of the Athletic Director, the student's coach or activities director/sponsor, and a school staff or administrator designated by the Athletic Director. If the student is related to the coach or activities director/sponsor, then the Principal will designate a substitute who is unrelated to the student to sit on the Hearing Panel. The Hearing Panel will meet to hear the student's response to the allegations within three (3) school days of the hearing request. The hearing shall be informal and no record other than the decision of the Hearing Panel shall be made; and
- d. The Hearing Panel shall give the student and parents/guardians a written decision as to whether a violation of the Code did occur and the appropriate penalty within two (2) school days after the hearing. The Hearing Panel's decision is final.

### **E. Additional Guidelines For Student Conduct**

All behaviors or conduct that could impact a student's eligibility for participation in extracurricular activities or athletics cannot be detailed in this Code. Consequently, additional requirements ("team rules"), consequences, and student support plans may be developed by the Athletic Director, coach, sponsor, and the administration. These team rules, along with this Code, will be shared in writing with students and their parents/guardians at the beginning of a sports season or activity, and shall include a detailed description of the expected or forbidden conduct and the consequences for such violation.

## **Appendix A**

### **Healthy Choices**

#### **1. Dietary Recommendations**

Participation in extracurricular athletics places physical, emotional and mental stress on the student. It is important that young students eat properly in order to provide quality fuel for activity. The following recommendations are general considerations that may assist the student in his/her efforts to succeed:

1. Eat a varied diet. Avoid eating the same foods for each meal every day;
2. Eat breakfast. Eating breakfast is an important way for students to maintain sufficient energy levels. Any combination of foods such as toast, juice, cereal, milk, peanut butter, or fruit help reduce low blood sugar;
3. Avoid excessive amounts of fast food. Fast foods generally have a high fat content, which is digested slowly and may produce unwanted weight gain;
4. Drink plenty of fluids. Adequate fluid replacement is important to prevent fatigue and unhealthy weight loss, promote recovery from injury, reduce muscle stiffness, prevent heat exhaustion and dehydration and promote overall good health. Avoid liquids that are high in sugar or promise magical athletic performance. Cold water works well before, during, and after exercise. Students engaged in physical activity should drink 8-10 glasses of cold fluids each day during the first two weeks of practice regardless of whether they play an indoor or outdoor sport. Sports drinks, such as Gatorade or Powerade, also may be consumed to prevent dehydration.
5. Avoid large amounts of red meat each day. Although protein sources are necessary for growth, excessive red meat also contains large amounts of fat and calories;
6. Concentrate on complex carbohydrates. The vast majority of the student's diet should be from foods such as bread, potatoes, pasta, whole grains, fruits, cereal, toast, waffles, and pancakes;
7. Avoid salt tablets. Students should avoid excess amounts of salt, such as in the form of salt tablets. Taking salt tablets may produce nausea. However, lightly salt foods may be important to consume during the student's first two weeks of practice in order to replace electrolyte levels;
8. Avoid dietary supplements containing a controlled substance. Please see Section III (A) above for specific policies regarding "controlled substances" under this Code. The use of dietary supplements containing such substances can impair a student's performance and may constitute a violation of this Code; and

9. There is no magic diet. No one has ever become faster, stronger, or more skillful from a change in diet alone. A good diet is one piece in a very large puzzle, which includes exercise, practice, athletic training, heredity, and hard work.

## **2. Flexibility Recommendations**

Flexibility is important for achieving full athletic potential; as well as to prevent injury. We cannot feel ourselves getting tighter, but this happens each day that we do not stretch. Adequate flexibility helps muscles perform to their fullest capacity, allowing students to achieve greater speed and range of motion, reduce soreness, reduce risk of injury and achieve their greatest level of athletic success.

The following recommendations should help a student achieve the type of flexibility needed for athletics:

1. Flexibility is lost more quickly than it is achieved and gains in flexibility are slow to achieve.
2. Students should start stretching 2-3 weeks before practice begins and continue throughout the entire season. They should stretch the muscles involved in their activity 3-4 times a day, 7 days a week, during the season.
3. Warm muscles stretch more easily, so perform walking or light jogging for 3-5 minutes PRIOR TO stretching.
4. Stretching should not hurt. Stretch to the point of feeling the tightness and, if comfortable, hold that position until the tightness relaxes; later, increase the range of motion.
5. Stretching motions should be slow and held comfortably for 20-30 seconds. Do not jerk or bounce when stretching.

## **Appendix B**

### **Illness & Injury**

#### **1. Athletic Training**

Almost 6 million students participate in high school sports programs nationwide with more sports being offered every year. The increase in the number of students participating, plus the rapid developmental changes in the bodies of young students, are reasons why it is important to emphasize the health, safety, and enjoyment of the student's participation.

Even under ideal situations, anyone who engages in physical activity is subject to the possibility of injury. According to the National Athletic Trainers' Association, over 1.3 million student students (about 1 out of every 7) are injured each year. Fortunately, the vast majority of these injuries are minor. With proper training, conditioning, instruction, diet, and rest habits, many of these potential risks can be reduced. The athletic training staff at RRPS will assist in the prevention, care, and rehabilitation of injuries which may occur to our students.

The athletic department provides a program, coordinated by the Athletic Trainer, for high school students interested in athletic training, nursing, pre-med, and physical therapy. Enrollment is limited and requires a mature student interested in the medical field who is willing to be "on the job" many hours and days working with the athletic teams. An application packet is available by contacting the Athletic Trainer.

#### **2. Illness/Injury Reports**

1. A student who is ill or injured must report it to the Head Athletic Trainer as soon as possible. If the Head Athletic Trainer is not available, the Head Coach or his/her designee shall be contacted. The Head Athletic Trainer shall provide the student an accident report form to complete or, in emergency circumstances, shall complete the form for the student. All accident report forms shall be filed with the Head Athletic Trainer.
2. If medical care is required for the student's illness or injury, the student shall obtain a signed and dated release from his/her attending health care practitioner prior to returning to practice.
3. The Head Athletic Trainer, considering the information provided by the medical practitioner, shall determine the participation status of the student.

#### **3. Initial Response To Injury**

The following guidelines are not meant to take the place of appropriate medical supervision; if there is any doubt, check with your physician. If you have any doubt as to the severity of the injury, seek immediate medical attention. Report all medical visits to the Athletic Trainer and coach and obtain the doctor's comments in writing.

1. The R I C E principle is recommended initially in order to promote healing and reduce severity of injury.

R REST the injured area. Do not move it needlessly, walk on it to test it, or continue to exercise if it hurts.

I ICE the injured area to reduce swelling. Apply an ice bag for 20-30 minutes or a frozen cup of ice rubbed on the injured area for 5-10 minutes, and then remove the ice for 60-90 minutes before another ice application.

C COMPRESS the injured area to reduce swelling. Use an elastic wrap to resist swelling but do not wrap the injured area too tightly. Any wrap should not cause increased discomfort. The wrap should be removed at night or if the student feels numbness, tingling, or loss of circulation.

E ELEVATE the limb to reduce swelling. Injured legs should be rested at hip level and arms should be rested on a table whenever possible.

2. Heat. Pain which is dull, achy, difficult to locate, or associated with muscular tightness or stiffness may benefit from moist heat. Heat should be applied only after the swelling and inflammation has subsided, which typically takes 2-4 days for most injuries. Heat should be applied for 20 minutes and removed for 1-2 hours based on individual tolerance and the amount of muscle available to absorb the heat. Methods of moist heat include:
  - a. Moist heat pack (soaked in hot water, wrapped in towels, applied for 20-30 minutes);
  - b. Hot tub (soak in hot water for up to 20 minutes; remember that the more body surface in the water, the less time spent immersed); and
  - c. Moist heating pad (make certain that the electric pad is designed to be used with a moist sponge or towel).

#### **4. Follow-Up Care For Injury**

After the initial inflammation and swelling have subsided, the healing process for an athletic injury requires a cooperative effort among parents/guardians, student, doctor, and athletic trainer. Students at Rio Rancho High School have the opportunity to utilize the services of a certified Athletic Trainer for physical reconditioning treatments and exercises.

The Athletic Trainer will provide instructions to parents/guardians so that treatments and exercises may be done at home as well. The following instructions for administering treatments at home are no substitute for medical care and should be started only at the proper time in the healing process.

**MOIST HEAT:** Moist heat, applied for 20 minutes, is more effective for relieving soreness and promoting healing than heat creams, hot water bottles or dry heating pads.

**STRETCHING EXERCISES:** Improving range of motion and relieving stiffness are important goals in the rehabilitation process. Stretching should not hurt or be forced. The stretch position should be held for 20-30 seconds and repeated several times daily. Gentle range of motion exercises, circles, towel stretches, and low-weight exercises will be introduced by your athletic trainer.

## **Appendix C**

### **Responsibilities of Athletic Personnel**

#### **1. All Athletic Personnel**

All athletic personnel must:

1. Be familiar with the policies of NMAA and RRPS;
2. Know NMAA and RRPS rules and guidelines, and follow them precisely;
3. Be aware of the eligibility status of participants in their school and sport, and immediately notify the Principal and Athletic Director when an eligibility issue occurs;
4. Ensure that all students are treated by athletic personnel with a high degree of professionalism and ethical behavior;
5. Conduct themselves in a manner, both on and off the field, which will bring credit to themselves, their team, and their school;
6. Be friendly and responsive to people in the community;
7. Follow the chain of command when dealing with problems or athletic issues;
8. Immediately inform the Principal and Athletic Director when there is a serious problem involving athletics;
9. Report the inappropriate behavior of an administrator, coach, or student to the Principal and Athletic Director;
10. When dealing with internal problems, respect the confidentiality and loyalty which might exist between a student, team, or other staff member;
11. Cooperate with teachers and administrators;
12. Promote and support athletic and activity programs that involve their school;
13. Attend coaches meetings and clinics for professional growth;
14. Not allow anything outside of school to interfere with their work or with the young people they have been hired to coach;
15. Assure that illegal recruiting is not occurring with their staff, within their school or school district;

16. Inspect athletic facilities on a regular basis and immediately report any discrepancies or perceived dangers to the Principal and Athletic Director;
17. Not allow facility keys to be given to any student or community member;
18. Not allow community members to use facilities, unless proper school district procedures have been followed;
19. Ensure that school-purchased uniforms and equipment are returned at the end of the season. Uniforms and equipment should be worn and used only for school practice and games; they are not to be given to students to be used elsewhere, such as club team play or practice;
20. Ensure that school equipment and uniforms are not given or sold to a student, parents/guardians, booster club, etc;
21. Ensure that appropriate school district designated school colors are used when ordering uniforms for athletic contests. Order also must be approved by the Athletic Director;
22. Seek the advice of the athletic trainer regarding the participation status of an injured student;
23. Assume responsibility for contacting the Athletic Trainer for consultation on the status of an injured student;
24. Follow NMAA and RRPS drug policy with reference to Prohibited Substances, as defined in Section III (A). of this Athletic Handbook.

## **2. Athletic Director**

The Athletic Director must:

1. Direct the interscholastic athletic program and assure that all athletic practices and procedures conform to the policies of the Public Education Department (PED), NMAA, and RRPS;
2. Promote the athletic program or athletic-related programs of RRPS high schools and mid-schools within the community;
3. Provide a procedure for effective communication between coaches, educational personnel, and the community;
4. Work with coaches and building administrators to develop accountability and a positive atmosphere within the athletic organization;
5. Develop, control, and monitor the athletic department budget;

6. Schedule athletic contests and coordinate the use of facilities;
7. Make travel arrangements and develop travel regulations and guidelines for athletic activities and events;
8. Promote the achievements and opportunities of the athletic program;
9. Establish standards of quality and quantity for equipment and supplies; and
10. Actively represent RRPS in athletic business at community, district, and state meetings.

### **3. Head Coaches**

Each Head Coach is responsible for his/her assigned school sports program, and must strictly enforce and follow the rules of the NMAA and RRPS. Each Head Coach is directly responsible to the Principal and Athletic Director. Each Head Coach shall have the right to assign the responsibilities identified in Subsections 2 through 4 below to assistant coaches with the approval of the Principal and Athletic Director. However, volunteer coaches may not be assigned to fulfill the coaching assignment or responsibilities of a coach employed by RRPS.

1. Direct Responsibilities (Non-Assignable)
  - a. Student eligibility.
  - b. Equipment and inventory.
  - c. Knowledge of local, district, and state rules and regulations.
  - d. All assistant coaches (paid or volunteer), including verification that each assistant coach is currently licensed and has been cleared through human resources to work with students.
  - e. Overall supervision of the sports program.
  - f. Ensure that all required forms necessary prior to a student's participation are complete.
  - g. *No Undue Influence For Participation*: In order that the student can enjoy as many sports seasons as the student and his/her parents/guardians wish without undue influence from any coach to specialize in one sport, all Head Coaches shall encourage participation in other sports.
2. Professional Responsibilities (Assignable with approval) of Principal and Athletic Director:
  - a. Be familiar with and follow the policies and guidelines of the NMAA and RRPS.
  - b. Submit information to the Principal, and Athletic Director as required by the NMAA and RRPS.
  - c. Be responsible for the entire athletic program, grades 9 - 12.
  - d. Model sportsmanship for self, staff, team, and community.

- e. Assume responsibility for the conduct and well-being of all students and set high standards for academic achievement and school attendance.
- f. Ensure that all students are treated with a high standard of professionalism and ethical behavior by each member of the coaching staff.
- g. Ensure proper ethical behaviors are modeled by your staff and team.
- h. Refrain from using foul language, and do not allow the use of foul language by staff or students.
- i. Hold a pre-season meeting with students and parents/guardians to discuss philosophy and guidelines of the program and to inform the students and parents/guardians of their responsibilities and commitment once the student enters your athletic program.
- j. Create a handout for students and their parents/guardians to address your coaching philosophy, expectations for acceptable behavior in the classroom, practice and games, squad selection process, and earning playing time.
- k. Promote the athletic program and participation in the mid-schools, elementary schools, and city sponsored athletic programs.
- l. Observe and evaluate the entire program and make recommendations to the Principal and Athletic Director
- m. Direct internal problems to the Principal and/or Athletic Director.
- n. If a serious problem exists, immediately inform the Principal, and Athletic Director.
- o. Encourage students to participate in other sports.
- p. Cooperate with and be responsive to the needs of other coaches on campus and their athletic programs.
- q. Establish rapport and cooperation with members of the athletic staff, teachers, administration, and community.
- r. Provide positive communication and exhibit positive public relations skills.
- s. Enforce and support the Code of Conduct.
- t. Ensure that illegal recruiting of students does not occur within your sports program.

### 3. Coaching Responsibilities (Assignable with approval)

- a. Supervise assistant coaches and assign their respective duties and responsibilities.
- b. Participate in all scheduled athletic contests within your athletic program.
- c. Compete in the contests as scheduled by the Athletic Department.
- d. Instruct participants in safety-related issues and the need for reporting injuries to the Head Athletic Trainer.
- e. Support the decision of the Head Athletic Trainer with regard to injury assessments for participation.
- f. Ensure that a student does not participate during in-season, off-season, summer workouts, or the athletic class until the Athletic Trainer clears the student for participation.
- g. Establish and implement an off-season program to give students a better opportunity to improve their skills and to develop their strength and agility.

- h. Supervise the weight room, at all times, when a student in your sport is working out.
  - i. Develop and enforce individual and team discipline and control, consistently and fairly.
  - j. Use coaching strategies that represent technical knowledge and reflect the ability to create, utilize, react to different contest situations, and to develop problem-solving skills.
  - k. Use coaching methods that represent an up-to-date philosophy, the ability to analyze and correct errors, and the employment of sound teaching skills and techniques.
  - l. Implement a “game plan” that is consistent with the available talent, reflects the capability to make game adjustments that best suit team and game conditions, and that utilizes appropriate strategies and tactics according to the varied skill levels of students.
4. Related Coaching Responsibilities (Assignable with approval)
- a. Remain in and supervise the locker room or gym until all students leave the building.
  - b. Secure facilities after use (i.e., locker room, equipment room, showers, lights, building, etc.).
  - c. Issue, collect, and store equipment.
  - d. Submit inventory, equipment requests, and transportation requests to the athletic office by the deadline established by the Athletic Director. Inventory must be turned in to the Athletic Director and verified prior to relinquishing a Head Coaching assignment. The Head Coach will be held liable for missing equipment, uniforms, etc.; unless a police report is on file, with the Athletic Director, documenting the missing property as stolen.
  - e. Coordinate and oversee all tournaments and meets scheduled to be hosted by your school.
  - f. Develop criteria for earning a letter.
  - g. Present athletic awards according to school protocol and procedure.
  - h. Attend and promote other school activities, such as concerts, drama, student government, and dances.
  - i. Attend all home contests (9th-12th) played within your sports program unless they are in direct conflict with your scheduled practice or game times.
  - j. Ensure that the year-end report to the NMAA and the Athletic Director is completed and turned in by the designated deadline.
  - k. Perform other duties as may be required and/or assigned by the school administration.
  - l. Support fund-raising activities.

#### **4. Assistant Coaches**

All assistant coaches must:

1. Attend meetings the Athletic Department and/or Head Coach deems necessary;
2. Address all questions and concerns to the Head Coach, Principal, or Athletic Director;
3. Attend and take an active part in in-service training provided by the Head Coach;
4. Know with and follow the policies of the NMAA and RRPS;
5. Model good moral and ethical behavior for students;
6. If not coaching an in-season sport, work in the off-season and summer program of the sport coached;
7. Assist the Head Coach in enforcing individual and team discipline in a consistent manner;
8. Be loyal to the Head Coach and his/her athletic program and philosophy;
9. When possible, attend all levels of home contests in the sport you are coaching;
10. Attend and support other activities within the school;
11. Be committed and enthusiastic in all sports for which you are an assistant coach;
12. Teach fundamentals, techniques, game plans, etc., as directed by the Head Coach;
13. Perform other duties as may be required and/or assigned by the Head Coach or school administration; and
14. *No Undue Influence For Participation:* In order that the student shall enjoy as many sports seasons as the student and his/her parents/guardians wish without influence from any coach to specialize in one sport, all assistant coaches shall encourage participation in other sports.

## **5. Head Athletic Trainer**

The Head Athletic Trainer is directly responsible to the Principal and Athletic Director, and has the following responsibilities:

1. Initiate and develop a comprehensive athletic training program within the high school curriculum, enabling students to learn and experience the importance of the athletic trainer and to allow for student-athletic trainer services to be provided for the high school athletic teams;
2. Establish a record keeping system for each student participant. Assure that all required participation documents and forms are completed, signed, and filed.

3. Authorize the clearance for athletic participation by an individual student after he/she has sustained and recovered from an injury.
4. Evaluate and treat injuries received during athletic participation.
5. Evaluate and determine participation limitations for injured students.
6. When necessary, seek advice from a licensed physician to determine and assess the participation status for an injured student.
7. Develop and supervise rehabilitation programs for injured students.
8. Do not allow a student to participate who is under medical care from a physician until you receive a written release from the physician.
9. Continually assess and observe students for symptoms and signs of illness or injury that could suggest the need for referral to a physician.
10. Provide appropriate safety instruction and assist the Head Coach with safety checks of equipment.
11. Immediately notify the Athletic Director if a coach does not cooperate or comply with training regulations as established by RRPS or the RRPS Athletic Department.
12. Advise school administration and coaches in regard to measures for preventing the spread of infectious diseases, maintaining good hygiene and healthy sanitation practices in showers, locker rooms, and playing areas.

## **Appendix D**

### **Legal Responsibilities of Athletic Department**

The RRPS Athletic Department is committed to producing the safest possible environment for its students. In order to reach this objective, the Athletic Department has defined the following duties:

#### **1. Plan Activities**

1. Develop a season plan using progressions appropriate for the students' skill levels.
2. Assess students to determine their physical capacity, strength, and endurance.
3. Develop and maintain written practice plans.
4. Adapt plans to meet individual needs.
5. Don't deviate from plans without good cause.
6. Keep records of planning and assessments.

#### **2. Provide Instruction**

1. Attend clinics and keep abreast of current instructional standards for the sport.
2. Teach skills, strategies, and rules in accordance with accepted standards and methods for each sport.
3. Make instructions clear, consistent, and complete.
4. Head Coaches must supervise and instruct their staff members.

#### **3. Provide Safe Physical Environment**

1. Develop a procedure for inspecting facilities and equipment used in the sport.
2. Note, report, and remedy hazardous conditions through implementation of regular inspections.
3. Give precise rules for using facilities safely.

#### **4. Provide, Maintain & Explain Use Of Equipment**

1. Follow the equipment purchase process of the RRPS Athletic Department.
2. Teach students how to fit, use, and inspect their equipment.
3. Inspect equipment on a regular basis.
4. Allow only qualified people to fit, install, adjust, or repair equipment.
5. Warn students of potentially hazardous equipment. Give verbal and written instructions on how to properly use such equipment.
6. Be aware of changes in equipment standards.

#### **5. Match Students Appropriately**

1. Do not place students in a situation where the risk of injury is increased, whether by reason of size, strength, maturity, skill, experience or age.

2. Modify the drill or practice structure to address mismatches in ability, strength, and skill levels.
3. Be especially alert to mismatches between genders, students recovering from injuries, and for students with disabilities who may require modifications of their activity.
4. Enforce NMAA and RRPS eligibility rules.

## **6. Evaluate Capacity To Participate**

1. Follow the procedures for participation as established by the RRPS Athletic Department.
2. Do not allow students to participate in any activity until he/she has been cleared to participate by the Head Athletic Trainer.
3. Use extraordinary judgment in identifying students who are injured or ill and should not participate.

## **7. Supervise Activity**

The appropriate level of supervision (general or specific) is determined by a number of factors, including the nature of the activity, the age, capacity, experience and skill level of the students, the number of participants, and whether the activity involves contact.

1. Duty of General Supervision
  - a. Required for low-risk activities – little or no physical activity.
  - b. Required to be in the area of the activity to see and hear what is happening.
  - c. Required for preparation areas, including locker rooms and playing facilities, both before and after an event.
  - d. Normally an observational duty as opposed to a hands-on duty.
2. Duty of Specific Supervision
  - a. Direct supervision at the immediate location of the activity.
  - b. Should be in direct/close proximity to the participants.
  - c. The more inherently dangerous the sport, the more specific the supervision.
  - d. Used for high-risk activities.
3. Fulfilling the Duty
  - a. Always provide general supervision for all facilities and activities being used by the team.
  - b. Provide specific supervision when teaching new skills and when the risk of injury increases.
  - c. Anticipate dangerous situations and be positioned to prevent them from occurring.
  - d. Use posters and signs to support, but not replace, supervision.
  - e. Do not condone reckless or overly aggressive behavior that threatens the safety of the students or their opponents.

## **8. Warn Of Inherent Risks**

1. Provide proper instruction regarding the safety of the sport.
2. Use written notices, releases, videos, and repeated verbal warnings to make certain the students understand and are mindful of the risks.

## **9. Emergency Assistance**

1. Protect an injured student from further harm.
2. Provide appropriate first aid.
3. Contact the school Athletic Trainer or call 911.
4. Contact parents/guardians and notify the school Athletic Coordinator.
5. Develop an appropriate sport-specific emergency plan to ensure notification of parents/guardians in the case of injury or an emergency situation involving their child.

## **Appendix E Travel**

### **1. General Conduct and Appearance Of Students**

1. Students will be considered “good will ambassadors” for RRPS and will accordingly conduct themselves as ladies and gentlemen on and off the playing surfaces.
2. Students will be neatly dressed according to the Head Coach’s standard and expectations on all athletic trips.

### **2. In-Town RRPS Sanctioned Events**

1. Whenever possible and practical, at the discretion of the RRPS athletic personnel, RRPS shall furnish school transportation to in-town RRPS sanctioned practices and other events. Students must use such transportation when it is provided by the school, and the school district and coach are responsible for any students traveling by school transportation.
2. Occasionally, RRPS will not provide school transportation to in-town athletic events and shall require the students to report to the site independently. The student and his/her parents/guardians shall assume full and all legal responsibility for the personal safety and actions of the student while the student is traveling to and from practices or games when transportation is not provided by RRPS. In cases where students are asked to drive, RRPS encourages them to observe the following:
  - a. Go in “convoy” with the coach;
  - b. Observe all traffic regulations;
  - c. Practice safety;
  - d. Do not overload the vehicle;
  - e. Take the shortest, safest route to and from the site; and
  - f. Have the driver’s license to drive on his/her person or in the car.
3. No student can ride in the personal vehicle of a coach or athletic sponsor.

### **3. Out-Of-Town RRPS Sanctioned Events**

1. A team or individual student can only be transported to an out-of-town athletic event by buses or cars approved by the school district. The use of such approved transportation must follow the guidelines of the PED and RRPS.
2. Any student participating in an out-of-town athletic trip is the responsibility of the school district and the coach. Therefore, if the student is traveling to an athletic department

sanctioned out-of-town athletic trip, that student must use the transportation provided by the school.

- a. A student cannot participate in an out-of-town event if that student travels to the event site in another vehicle not provided by or approved by the Athletic Department. If the student does participate, he/she is considered to be ineligible, and his/her team may be required to forfeit the game.
- b. No student, regardless of age, will be permitted to travel to or from an out-of-town athletic event with any other person except the coach; however, no student can ride in the personal vehicle of a coach or athletic sponsor.
- c. Exception: After an event, a student can be released to the student's parents/guardians, provided the parents/guardians (i) call the coach in advance to explain the reason for the request, (ii) provide a written note to the coach requesting the exception, and (iii) the student rides home with his/her parents/guardians. The coach cannot release a student to any other person regardless of written or verbal permission of that student's parents/guardians. Please do not make requests simply in order to ride home with parents/guardians rather than on the RRPS transportation.

#### **4. Lodging**

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

#### **5. Meals**

The athletic department shall set a specified meal allowance and allotment for each sport. There is a specified criterion to determine the number of allotted meals for which the school district assumes responsibility. Each meal purchase order will have a "do not exceed" amount authorized by the Athletic Department, or an amount equal to the maximum number of people fed (if less than the authorized number to be fed) multiplied by the per meal dollar allowance for each traveler. The amount the Head Coach can spend is the lesser of the amount authorized by the Athletic Department or the amount equal to the number of people actually fed multiplied by the per meal dollar allowance.

1. Use RRPS authorized purchase orders;
  - a. Each purchase order shall be dated, and may be used only on that day.
  - b. Purchase orders shall be issued for specific meals and may only be used for that meal.
  - c. Only one purchase order may be used at each meal.
  - d. If a purchase order is going to be used for a tip, the tip must be included in the authorized amount. The tip may not be an additional amount.
  - e. A purchase order may be used to feed only the members of the official traveling party, and shall not be used for family members.
  - f. A purchase order may not be altered.
  
2. Meal Receipt
  - a. All receipts MUST be ELECTRONICALLY generated.
  - b. The following information must be included on the meal receipt: Date; name of business; address, city, state, and zip code; number fed; amount of purchase; signature of vendor; and signature of Head Coach.
  - c. The receipt and school district meal form must be sent to the athletic office within 24 hours of the completion of the trip or on the following Monday if the trip occurred over the weekend.
  
3. List of Approved Vendors for Meals
  - a. With each Meal Purchase Order, the coach will be given a list of approved meal vendors.
  - b. The restaurant chosen must be listed as an approved vendor. Non-approved restaurants can only be used if arrangements are made with the Athletic Director one week prior to the travel date.
  
4. Criteria for Issuing A Meal Purchase Order
  - a. A varsity athletic contest that is more than 75 miles one-way.
  - b. We will provide one meal if a varsity team does not travel outside the radius of 75 miles one-way, but the duration of the trip is longer than a 6-hour period (example is tournament play).
  - c. Meals will be provided for sub-varsity only when they travel with the varsity team.
  - d. Allowance per meal, per person: \$7.00.

## **Appendix F**

### **Sportsmanship**

The role of students in sportsmanship is second in importance only to that of the coach. Student-athletes are admired and respected by other students of all levels, as well as adult spectators. They have significant influence over the actions and behavior of spectators of all ages.

#### **1. General Considerations**

With regard to any athletic event, each student must:

1. Accept and understand the seriousness of his/her responsibility and the privilege of representing his/her school and community;
2. Learn the rules thoroughly and discuss them with parents/guardians, fans, fellow students, and elementary students. This will assist everyone in achieving a better understanding, and appreciation of the game;
3. Cooperate with the coaches;
4. Allow only the captain to communicate with officials as to the clarification of rules. It is the captain's responsibility to communicate what was said back to his/her teammates and/or coach;
5. Respect the official's judgment and interpretation of the rules. Never argue or make non-verbal gestures, which indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates;
6. Congratulate opponents in a sincere manner following victory or defeat – this is a true measure of character;
7. Exercise self-control at all times, accepting all decisions, unusual occurrences, and abiding by them;
8. Treat opponents with the respect he/she would accord a guest or friend; and
9. Shake hands with opponents prior to the contest and wish them luck.

#### **2. Prior To Event**

Prior to an athletic event, each student must:

1. Learn the rules;
2. Practice the coach's rules with regard to character development and sportsmanship; and
3. Shake hands with opponents and express his/her best wishes for success.

#### **3. During Event**

During an athletic event, each student must:

1. Assist other students who are down to get to their feet;
2. Shake hands after an aggressive exchange;
3. Never gesture to officials, students, coaches, or the fans in an obscene manner;

4. Never disagree openly with an official or coach's decision, but rather carry on ethically and maturely regardless of the student's true feelings; and
5. Shake the opponent's hand if he/she fouls out or extend congratulations when he/she leaves the contest.

#### **4. Following Event**

Following an athletic event, each student must:

1. Make every effort to extend a congratulatory handshake to their opponent upon the game's conclusion;
2. Never debate something that occurred during the game with anyone, it is not constructive to dwell on the past;
3. Be objective when communicating to the media about the contest; do not be controlled by emotions;
4. Show concern for injured opponents and teammates; and
5. Promote sportsmanship and his/her athletic experience positively whenever and wherever the opportunity is available.

## **Appendix G**

### **Athletic Equipment**

#### **1. Responsibilities of Students**

1. In most sports, practice and/or game equipment will be issued to students. Students are responsible for the care and maintenance of this equipment.
2. The student will return all of his/her equipment when he/she finishes the sport, either at the end of the season or upon quitting or being dismissed from the sport. Any equipment not returned or paid for by the student will cause the student to be ineligible to compete in the next season. Once fees and fines are paid in full, the student will again become eligible to compete.
3. The student will pay for any equipment that is lost, stolen or destroyed through negligence. The cost of the equipment will be determined by the Athletic Director and will be based on the replacement cost of the equipment. New equipment will be issued only upon receipt of payment for any lost article(s) of equipment.
4. School-owned equipment is to be worn only at scheduled practices, games or meets. This equipment may not be worn in the off-season or during summer activities, and may not be given away or sold without the express written permission of the Athletic Director.
5. Schools are prohibited by law from selling used equipment to students. Please do not ask to buy used school-owned items.

#### **2. Responsibilities of Athletic Department Personnel**

##### 1. Particular Responsibilities

###### a. Head Coach

- I. Responsible for all equipment. The responsibility includes, but is not limited to, collecting all equipment at the conclusion of the season, taking inventory, storing all equipment in a safe place on the school's premises, preparing an inventory, and ordering new equipment.
- II. Must keep accurate records.

###### b. Athletic Director

- I. Physically review inventory.
- II. Verify inventory and sign.
- III. Approve equipment order, using the equipment allocation from the Athletic Director as a reference.

## 2. Care Of Equipment

- a. At the end of a season, the Head Coach shall immediately collect all equipment.
- b. Equipment must be stored at the high school in an area approved by the administration.
- c. The Athletic Department is not responsible for missing or stolen equipment or the care of equipment. Each school will be responsible for the replacement of missing or stolen equipment.
- d. Report stolen equipment to the Principal and Athletic Director.
- e. Laundry – The Head Coach is responsible for cleaning all equipment during the season.

## 3. Equipment – End Of Season

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

## 4. Equipment Repair - After Inventory

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

## 5. Inventory List

- a. Inventory shall be completed by the Head Coach and Athletic Director.
- b. Will be sent to the RRPS Athletic Office along with the equipment request for the following year.

## 6. Purchase Of Equipment

- a. Head Coach
  - I. Contact the Athletic Director for the equipment allotment amount.
  - II. Compile an equipment request list to including the quantity, name of item, brand name, style number, description, and all related specifications.
  - III. Designate a priority of each item requested. The list should be signed by the Head Coach and Athletic Coordinator and sent, along with the signed inventory list, to the Athletic Director.

- b. Equipment allotment (This allotment will be used to purchase the equipment necessary to allow our teams to meet high standards of safety and quality of equipment. If a team's purchasing cycle for new uniforms or warm-ups is the current year, equipment requests of other items shall be reduced to reflect the additional cost.).
- 7. Equipment Room (All athletic equipment will be stored in and issued from the equipment room. At no time is there to be unauthorized personnel in this room. "Authorized personnel" are defined as school employees (adult or student), certain specified student managers, and members of the athletic staff.)

## **Appendix H**

### **Miscellaneous Provisions**

#### **1. Gymnasium**

1. At no time is it permissible for individuals or groups to work out in the gymnasium without authorized supervision.
2. At no time will individuals or groups be permitted to work out, jog, or just “mess around” while teams or squads are having an official practice session.
3. Students in the gymnasium for one sport practice shall refrain from using equipment not specifically for their sport.
4. Students are not to be in the weight room without authorized adult supervision.

#### **2. Leaving An Athletic Squad**

When quitting or being dismissed from an athletic squad, a student must notify the Head Coach when quitting or being dismissed, and turn in all school gear the same day as he/she quits or is dismissed.

#### **3. Letters, Certificates, And Numerals**

The Athletic Director, in conjunction with each coach, shall determine the criteria for earning each of the following awards in the respective sport:

1. In order for a student to win ANY award:
  - a. The student must finish the season in good standing; and
  - b. All school-owned equipment must be turned in at the end of the season.
2. Freshmen and C-Team
  - a. Certificate for any award.
3. Junior Varsity
  - a. Certificate for any award.
4. Varsity
  - a. Numerals, letter, certificate, bar and insignia for first time award.
  - b. Certificate and bar for second and subsequent awards in the same sport
  - c. Certificate, bar, and figure for awards in other sports.