

Farmington Municipal Schools

Athletic and Activities Handbook



**Piedra Vista
Panthers**



**Farmington
Scorpions**



Mesa View Hawks



Hermosa Matadors



Heights Knights



Tibbetts Titans

INTRODUCTORY MESSAGE TO COACHES, SPONSORS, PARTICIPANTS, AND PARENTS

This Handbook is designed to assist, coordinate, and facilitate the efforts of the district athletic/activity staff (coaches-sponsors-others) toward the philosophy and objectives of the interscholastic education program.

Competition and participation gives students experience involving preparation, dedication, and hard work. Success is measured in different ways by each individual, ranging from simply participating, to making the first team, placing in a tournament or meet, or winning the district or the state championship.

INTERSCHOLASTIC EDUCATION

The program is conducted in accordance with the letter and spirit of the rules and regulations of the Board Policy Manual, secondary schools Student/Parent Handbooks, New Mexico Activities Association Handbook, NM PED regulations, and laws of New Mexico. The major goal of the program is the same as for all educational programs: To provide youth with the opportunity to develop to their maximum potential.

Athletics and many activities are extracurricular only in the sense that they require time outside the students' academic class schedule. The academic and interscholastic education programs are mutually complementary. The goals of athletics include but are not limited to physical fitness, mental fitness, and sportsmanship.

School Athletics/Activities are a privilege not a right. Students choose to participate and abide by the conditions set down by the Farmington Municipal School System. The privilege to participate can be taken away without evidentiary hearings. **There are no appeals beyond the building principal.** Under due process doctrine, there are no rights for participants in athletics or activities.

SPORTSMANSHIP

The ideal of sportsmanship permeates virtually every aspect of our culture. Student participants in athletics and activities serve as models to other students. Coaches may discipline students in any reasonable manner including temporary suspension from practice and suspension from participation for any incident of misconduct. Team expulsions require notification of the parents and athletic director. **Coaches, sponsors,**

parents, and spectators must display flawless sportsmanship and promote the same behavior on the part of their athletes/participants. Our teams play a big part in how our community is viewed by the public.

CHEMICAL ABUSE POLICY (Athletics/Activities)

The possession, use, or being in the proximity of the illegal use of drugs and alcohol by a current athletic/activity participant will result in the immediate suspension from all sports/activities for a period of thirty (30) school days. In order to return to athletics/activities after 30 school days, a student must have completed an assessment and established a contract with the Student Assistance Social Worker. This suspension will not necessarily result in loss of academic credit. A student suspended under the guidelines of school policy is prohibited from practicing/participating with an extracurricular sport or activity - i.e. before or after school. However, students may be allowed to continue to participate/practice in a co-curricular setting during an academic class. Other rules may be imposed by the coach/sponsor upon approval of the administration, but no less restrictive than those stated above. For example, an activity may enact and enforce a policy that precludes reinstatement during the school year.

A second confirmed violation of this policy will result in a suspension from all athletics/activities for a period of 60 school days; a third infraction will result in permanent removal from athletics/activities for the remainder of a student's enrollment in the Farmington Municipal Schools.

In order to maintain consistency, any infraction of these rules must be reported to the athletic director as soon as reasonably possible. The coach's/sponsor's decision on punishment will be subject to the athletic directors approval. Because athletics/activities are a privilege not a right, no participant may appeal a decision of discipline beyond the building administrator.

COACHES

Coaches who wish to attend a clinic, coaches' school, or other in-service related to their assignment must request leave from the principal at least 7 days in advance on the proper form. If reimbursement is expected, those agreements are reached at the time leave is requested and may be limited due to budget availability.

The athletic/activity director evaluates practice procedures and

games as the season progresses. At the end of the season, there will be a post-evaluation meeting between the coach and the athletic director. The evaluation form will be filled out and discussed.

Coaches in the system are responsible to the high school head coach of a sport regarding system of play, fundamentals, and drills. The head coach is responsible for meetings that furnish coaches' materials, expectations, and information needed to teach a particular system of play. Coaches are expected to comply with requests of the head coach of their particular sport.

All coaches are expected to follow district and NMAA policy. The NMAA coach code of ethics should be followed. The use of profanity or any other inappropriate language or gestures by coaches is not tolerated.

Coaches should provide a preliminary roster to the athletic secretary after pre-season meeting, including player's name, grade, and identification number. A medical/permission form must be on file before player can practice.

COMMUNICATION

A parent meeting explaining expectations for the athletes, with a question/answer opportunity starts the communication process. Inviting parents to attend contests, distribution of schedules, and information about any expectations for them is essential.

A call to the parent is extremely important when their child is injured, does something outstanding, or is in trouble. Coaches must take special care to respond sensitively to parent inquiries; be courteous and understanding. Share the draft with the activity/athletic director prior to duplication of any materials to be distributed to the public. Training rules form must be distributed to parents.

Parents with concerns should contact the coach directly, prior to contacting the athletic director, after their child has had the opportunity to address the issue. Parents may then communicate with the athletic director who may set up a meeting with the coach if appropriate.

COOPERATION WITH OTHER ACTIVITIES

Coaches are encouraged to work with their athletes and fellow sponsors to arrange for students to participate in other important school sponsored activities. It is expected that competitions take precedence over practices. In the event that there is a sport involved in competition whose

season overlaps the start of a new sport season, the sport in competition takes precedence in scheduling appropriate space facilities. In the event of any conflicts, the athletic director resolves the issue.

Athletes have an obligation to finish an existing sport season prior to trying out for a new sport season. Coaches of pending sport seasons make allowances for equity in tryouts for athletes who have not yet completed a prior sport season. An athlete shall not compete in an upcoming sport until his/her team completes its season. An athlete may not quit a sport to compete in another sport during the same season.

CUTTING AND SIZE OF SQUAD

Coaches may make the first "cut" only after try-outs. Cutting may be appropriate and necessary at any level 7-12. Squads must be cut when additional coaching positions cannot be funded or filled with volunteer personnel, when the requirements of budget or space demand, when the nature of the program dictates, when there are Title IX compliance issues or when the athletic director determines maximum squad limit.

Size of squads: At all levels, retain only the number of players who can be given proper levels of attention in practice and in contests. In the 7th and 8th grades, coaches should emphasize participation and the development of fundamentals and techniques. All members should be involved in competitive play when the situation allows. ~~Equal~~ playing time is not ~~required~~ guaranteed at any level. Emphasis on fundamentals and techniques is important. At the varsity level, coaches are encouraged to substitute when it is apparent the game is either won or lost. High school teams strive to build strong, competitive teams in which participants, other students, parents, and the school community can be proud. Participation is not assured squad members at this level; ability to perform is the primary determinant.

CHEER/DRILL selection: Students who try out and make the squad in the spring are considered members of that squad from the day they sign training rules through state competition in the spring and are subject to squad and school rules and regulations through that time. They may earn an elective credit if they meet coaches expectations for practice, competition, financial commitment, and other squad requirements.

A representative panel of ethnically diverse judges is utilized when cheer/drill squads are chosen. When possible, inclusion of some on the judging panel from outside the district is recommended. Judging criteria are to be explained in advance of try-outs and may include teacher

recommendations and other data. In parent meetings, parents and candidates should be provided (in writing) the rules, regulations, and expectations of the activity, including philosophy, purpose, goals, objectives, costs, and time responsibilities/commitments.

Any equipment that is issued to athletes is school property and may only be worn for games and practices conducted by the school. They may not be worn or used as personal clothing items on or off the school campus (except as directed by the coach). The student athlete will pay for any lost equipment or uniform before moving on to the next sport.

EJECTION FROM AN ACTIVITY

If the athlete is ejected from an event, the athlete may not participate in the next event. Players ejected will be subject to NMAA sanctions. Additional discipline is at the discretion of the administration.

FINANCE

Coaches and sponsors in certain sports and activities generate supplementary revenue for their programs through fund-raising activities. The money is deposited to the respective account by the bookkeeper and is expended only to support the purposes of that sport or activity. Money raised by students needs to be spent on students. Expenditures are monitored and approved by the athletic director.

Signatures of the group sponsor and the Principal or Assistant Principal are required before money can be withdrawn. Requisition for this money is made on an "Activity Purchase Order" form. According to district policy and in conformance with state law, club accounts may not be maintained separate from the school activity fund. If you are not in compliance, you are opening yourself to liability.

The only exception is adult booster clubs, which may open accounts at local banks. When high school students are used for fund raising purposes the money **MUST** be deposited in the club account at school. A final financial statement should be handed in to the Athletic Office immediately following the event.

Money deposited is credited to the activity and is not transferred without the consent of the activity sponsor and the Activity Director/Assistant Principal. A principal must approve expenditures or transfers prior to the transaction. Remaining activity funds carry over to

next year. The sponsor is responsible for this money until it has been deposited. Do not leave money in the classroom or at home. When depositing money, count it, place it in an envelope, and seal it. Identify the deposit by activity name, sponsor, specific source, and amount. Turn it in to the financial secretary daily.

5.6 BOOSTER CLUBS AND PARENT-TEACHER ORGANIZATIONS

Adopted: August 26, 2010

5.6.1 Purpose

The Board of Education recognizes the importance of athletic and extracurricular activities and educational programs in the well-rounded development of public school students. Participation in such activities and programs builds character, a sense of responsibility and discipline, and promotes proper conduct, all of which are central to the educational mission of the public schools and School District.

The Board of education further recognizes the contribution and support which its athletic and extracurricular activities and educational programs receive from parents and members of the community who have organized booster clubs, parent-teacher organizations (PTO's) and other support groups with similar purposes. This policy is adopted to define the relationship between the School District and booster clubs, PTO's and similar groups whose purpose is to support the School District's activities and educational programs.

5.6.2 Outside Club or Group Status

Booster clubs and PTO's are neither school-sponsored clubs nor student-initiated clubs as those clubs or groups are defined in School Board Policy 3.37. Booster clubs and PTO's shall constitute "outside clubs or groups" as defined in School Board Policy 3.37.

Each booster club and PTO shall be responsible for establishing itself as a separate entity, whether that be by registering with the New Mexico Public Regulation Commission or otherwise. Booster clubs and PTOs shall obtain their own tax exempt or taxpayer identification numbers. Booster clubs and

PTOs are sole and separate entities and are responsible for their own compliance with applicable federal, State and local laws. Booster clubs and PTOs shall be responsible for establishing their own internal financial and other controls. Booster clubs and PTOs should not use the School district or school address for any booster club or PTO correspondence.

5.6.3 Booster Clubs

Booster clubs for athletics, marching band, drama, choir, or other athletic, fine arts or academic activities are welcome to form, support and assist such student activities or programs, both financially and with volunteer assistance. Booster clubs must comply with the requirements of this Policy in order to use the name of the school or School District, school or School District mascots or logos, and/or to have access to School District facilities as an Outside Club or Group.

All booster organizations must operate within the applicable standards and guidelines set by the New Mexico Activities Association, and shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.

Upon formation and annually thereafter, each booster club shall provide the Superintendent the names, telephone numbers and addresses of each current officer of the booster club, and the position held.

5.6.4 Parent-Teacher Organizations

The Board of Education encourages the formation and operation of PTOs at each school site or campus in the School District to provide financial support or volunteer assistance to the school. PTOs must comply with the requirements of this policy in order to use the name of the school or school district, school or school district mascots or logos, and/or to have access to school district facilities as an Outside Club or Group.

Upon formation and annually thereafter, each PTO must provide the site administrator and Superintendent with the name, telephone number, addresses, and position held of each current officer of the organization.

5.6.5 Booster Club and PTO Constitution and Bylaws

Each booster club and PTO must prepare and submit to the Superintendent a copy of its organizational bylaws and constitution prior to initiating such support or assistance. It is suggested that the bylaws include, but not be limited to, the following:

- a. Functions and Prohibited Functions of the club and its members
- b. Objectives of the club
- c. Membership
- d. Officer Selection/Duties/Length of Term of Officers/Board of Directors
- e. Meetings
- f. Standing Committees
- g. Dues
- h. Projects/Fund Raising Guidelines
- i. Budget and Fiscal Reporting
 - 1. Specific Fiscal Auditing and Accounting Procedures
 - 2. Disbursement requires two signatures
 - 3. Expenditure Guidelines
 - 4. Treasurer Reporting
- j. Amendments

5.6.6 Finance and Accounting by Booster Club and PTO's

Each booster club or PTO shall require two signatures for any disbursement over \$50. Booster club and PTO funds and accounts are not School District accounts and shall not be included in the School District budgeting and accounting for annual School District audit purposes. Funds collected by the booster club or PTO shall not be deposited into the School District's student activity accounts. Employees of the School District shall not be named on any bank account of any booster club or PTO.

As an express condition to the Board of Education's consent for the booster club or PTO to use the School District's name, school name, school or School District mascots or logos, and/or to use School District facilities as an Outside Club or Group, the booster club or PTO shall conduct an annual accounting or audit of its receipts and disbursements and submit a financial

or audit report, performed in accordance with generally accepted accounting or auditing principles, to the Superintendent by July 31 of each calendar year for the preceding school year.

Booster clubs affiliated with school athletics shall submit their detailed financial report of expenditures and revenue within six (6) weeks after the end of the particular sport's season. Booster clubs and PTOs with gross annual income in excess of \$100,000 are required by New Mexico law, Section 6-5A-1 NMSA 1978, to have an annual audit of their financial affairs.

The officers of each booster club or PTO shall be responsible for safeguarding any funds raised by the organization and for ensuring that funds are spent only for purposes related to the goals and objectives of the booster club or PTO, and the published or advertised reasons for the particular fund-raising activity. The organization's bylaws shall specify a financial accounting system considered adequate under customarily and currently accepted accounting standards. It is suggested that the officers of any booster club or PTO who collect or disburse monies for any purpose be provided with a fidelity bond by the booster club or PTO.

The booster club or PTO shall not represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or are legally binding upon any school within the School District or the School District itself. Such a disclaimer shall appear on all purchase orders, contracts or other forms of financial commitment issued by the booster club or PTO.

Booster clubs and PTOs shall not use the School District's tax exempt number for any of their activities.

5.6.7 Activities and Fundraising

Booster clubs and PTO's shall notify and obtain the approval of the Assistant Superintendent for Security and Communications to assure that scheduling of activities and fundraisers does not conflict with school district programs or activities, and that the activity or fundraising project is consistent with the goals and mission of the school or school district. All activities and

fundraising projects shall comply with School Board Policies, federal, state and local law, and in particular, shall comply with any applicable provisions of the New Mexico Bingo and Raffle Act, NMSA 1978, Sections 60-2F. School employees, including athletic coaches, trainers or sponsors of school-sponsored student groups, shall not act as the primary organizers or spokespersons for any booster club or PTO activity or fundraising project. Participation in fundraising activities or fundraising projects by a booster club or PTO shall not be considered as a factor in a student's level of participation in any school activity or athletic program.

A written proposal is required for any activity or fund-raising project which involves the use of the school or School District name, school or School District mascots or logos, and/or use of School District facilities. The proposal must be approved by the Assistant Superintendent for Security and Communications before any final arrangements are made and before the activity or fund-raising project commences.

A written proposal containing the following information shall be submitted to the Assistant Superintendent for Security and Communications or designee at least 30 days prior to the activity:

- a. Name and phone number of the sponsoring organization and person(s) in charge of the activity or fund-raising project;
- b. Type of activity or fund-raising project (i.e. candy sale, carnival, walk-a-thon etc.);
- c. Date(s), time(s), and place(s) of the activity or fund-raising project;
- d. Purpose of the activity or fund-raising project;
- e. The projected goal (in dollar amount) for the activity or fund-raising project;
- f. The projected cost of the activity or fund-raising project.

Alcohol shall not be served as part of an approved activity or fund-raising project regardless of where the activity or fund-raiser is conducted.

Booster clubs and PTOs may make gifts or donations from activities and fund-raising projects to a school or to the School District. When gifts or donations are made, the booster club or PTO relinquishes all control over the gift, donation or funds.

5.6.8 Insurance

Booster clubs and PTOs are encouraged to maintain a general liability insurance policy that names the School District as an additional insured party. If the booster club or PTO elects to remain uninsured, it is at the booster club's or PTO's own risk. The School District cannot and shall not extend its own liability or other forms of insurance to booster clubs or PTOs.

As a condition of a booster club's or PTO's use of the name of the school or School District, school or School District mascots or logos, and/or access to School District facilities as an Outside Club or Group, each booster club and PTO shall agree that the School District will not be liable for injury to the property of the group itself or participants in the group's activities resulting from their participation in the group's activities. Booster clubs and PTOs who use School District facilities shall comply with School Board Policy 5.11, other applicable School Board Policies, the School District safety rules, Section 6.50.17.8 NMSA 1978, and all federal, State and local laws. The School District shall not warrant the suitability of any School District facility or the facility's contents for the uses intended by any booster club or PTO.

5.6.9 Title IX

The School District must comply with Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and must undertake a continuous evaluation of its compliance with Title IX. This Policy is intended to promote compliance with Title IX.

In advance of any gift or donation, booster clubs and PTOs shall discuss such gift or donation with and receive authorization from the Superintendent or the Assistant Superintendent for Security and Communications.

At the time of making a gift or donation, booster clubs and PTOs shall provide the following written information to the Superintendent and/or the Assistant Superintendent for Security and Communications:

- a. A full and complete description of the gift or donation, including the monetary value of the gift or donation.
- b. The name, address and contact information of the booster club or PTO representative who is responsible for the gift or donation.
- c. The date of the gift or donation.

The Board of Education reserves the right to refuse any gift or donation offered to the School District by booster clubs and PTOs for any reason as deemed appropriate by the Board of Education.

The School District shall evaluate with respect to Title IX requirements all gifts and donations offered to the School District by booster clubs and PTOs. If the Superintendent and/or the Assistant Superintendent for Security and Communications finds that the acceptance of a gift or donation from a booster club or PTO will create an imbalance of benefits such as to violate Title IX, the Superintendent and/or the Assistant Superintendent for Security and Communications shall develop and recommend to the Board of Education either the rejection of the gift or donation or a proposal for the redistribution of School District funds to offset the imbalance of benefits created by the gift or donation.

The terms and conditions of the acceptance of any gift or donation are to be determined at the time of the making of the gift or donation.

5.6.10 No Assumption of Responsibility

Nothing in this Policy shall be construed as the School District's or the Board of Education's assumption of responsibility for any activity conducted by a booster club or PTO.

Adopted: 7/8/2009 Last Revision: 8/8/13

CREDIT CARDS

The financial secretary may issue Credit Cards to coaches/sponsors for out-of-town activities. Please give the secretary at least 3 days notice. Credit cards are numbered and must be signed for. Each credit card purchase must have a corresponding itemized receipt. Return credit cards and receipts to the financial secretary by 9:00 a.m. the next working day.

PURCHASE ORDERS

Purchase orders are requested from the Financial Secretary. The group sponsor can check out purchase orders. The following procedure is followed when using purchase orders:

- In advance, obtain a price and description of articles desired and name and address of vendor
- Fully complete the purchase order with sponsor's signature.
- Have the financial secretary approve the purchase order for the amount required.
- NO ACTIVITY IS ALLOWED TO OPERATE WITH A DEFICIT.
- After the prior steps have been completed, an administrator signs the purchase order.
- Take, fax, or mail the purchase order to the vendor. Make sure the prices and totals on the purchase order are correct. Give the white copy to the vendor. GET A RECEIPT FROM THE VENDOR.
- Return the purchase order and receipt to the sponsor. The sponsor signs the received section and returns all papers to the financial secretary.
- Purchase orders and receipts are returned immediately after the purchase has been made. No cash purchase may be made with activity money. Sponsors and/or students are not reimbursed for purchases made without a purchase order.

MEDIA

Each coach is responsible for posting rosters, results, schedules, pictures, coaches, etc. on the Max Preps website and other contest information. Call in the results; it is worth the time and effort. Positive media communications are essential.

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800-395-6397

MEDICAL

It is the athletic trainer and coach's responsibility to inform and ensure that all prospective participants, including managers and athletic training student aide, have the following on file before any participation begins: medical examination, medical history, insurance, consent to participate, authorization for medical services, personal medical notification (if appropriate), acknowledgment of injury risk, and substance abuse contract (as appropriate). Coaches/sponsors are responsible for the safety and well being of students under their supervision. Coaches are responsible for all of their athletes to complete the Impact evaluation (according to the Impact guidelines) at the start of the season.

Student Athletes should inform coaches when they have been injured. Coaches must report injuries to the appropriate person immediately upon occurrence. This may include parent, physician, nurse, trainer, or administrator, depending on severity. At a contest, the decision as to whether or not an injured player may return to action is made in conference with the trainer and physician (if available). When an athlete has sustained an earlier injury and has seen a physician, the decision to continue practice or play in another contest shall be made by the trainer, assuming there is no physician's statement restricting participation. If you go to a doctor you will need a note with restrictions or times for return to play.

Whenever an accident occurs, the sponsor/coach completes an Accident Report Form available from the athletic office or nurse's office. The nurse receives a copy; the other is given to the principal.

The potential of being sued is always present; coaches have specific legal responsibilities. Usually, a coach is sued because of an alleged failure to meet one of the following duties:

- Warn players about the possibility of being injured;
- Properly condition and supervise a player for specific activity;
- Offer proper equipment, facilities, and instruction;
- Give proper first aid and/or emergency care.

REMEMBER: SUPERVISION, SUPERVISION, SUPERVISION

MULTI SPORT ATHLETES

Student participation in a variety of athletics and activities is encouraged during each school year. To develop well-rounded individuals, not

specialists, coaches and sponsors shall not prohibit or discourage students trying out for more than one sport/activity, working in the summer, or taking a family vacation prior to the official start of a season. If a potential conflict due to concurrent participation (in athletics/cheer/drill) may arise, anticipate the problem; coaches/sponsors must confer.

Conflicting Activities/Practice

Part of the philosophy of FMS athletics/activities is to have as much student involvement as possible in extra-curricular activities. There is an understanding that there are times when activities and athletics conflict in practice and competition times. There is also an understanding that students who are participating in more than one activity/sport at the same time will not have to make a choice that will be detrimental to their participation in either. Below is a list of situations that may occur and how each will be addressed from a sponsor and coaching perspective. In no way will the coach or sponsor be responsible for making participants feel guilty about the choice these students make.

Conflicting Practices:

Student Choice is the policy with the understanding that school/grade requirements have first priority. Student must also understand their choice may effect immediate playing time (within the time frame of conflicting practices) but will have no long term affect on playing time, spot on team, or grade (student may need to make up work). This short-term affect is due to the lack of preparation during the conflict for the activity not chosen.

Conflicting Practice with performance/contest:

Any performance, contest, or competition has priority over practice. There are no penalties for the student regarding playing time, spot on team, or grade (student may need to make up work).

Conflicting Competitions:

Higher importance competitions have priority. State competitions have priority over district competitions. District competitions have priority of regular season competitions. Student has choice when conflicting competitions are of same importance. There are no penalties for student choice (but student may need to make up work) other than the immediate loss of playing time due to lack of preparation. Short-term for one time

performances of equal importance will have priority over the longer term activity or sport (example: Drama performance for 1-2 days will have priority over sport that is in season). The concept for this priority is that short-term performances or activities have a limited (one time) opportunity where the long-term sport or activity has several opportunities.

Dual Participation:

Students may wish to participate in concurrent sports. Permission from both head coaches is needed. Provide the name of each sport. The student must pick a "PRIMARY" sport that will take precedence over the other sport should conflicts of events occur. Communication between coaches of both programs, the participant, and the parent/guardian is vital. No party should assume that the other is aware of all requirements or needs of the other. As a dual sport participant, it is also the student's responsibility to inform all parties at least 1 week prior to any conflicts. If there is no notification prior to the conflict, consequences as a result of non-communication from either and/or both programs will not be questioned. For conflicts, please refer to the FMS Athletic handbook to help resolve conflicting activities/practice under the sub-heading the Multi-Sport Athlete. However, for conflicting events in situations that two (2) sports are affected, the student will have an obligation to their primary sport first. (Protocol in the handbook makes reference to an athletic and co-curricular activity conflict) To be eligible for post season, the participant must participate in at least 25% of the events for each sport. Example: Track has 10 events, must participate in 3 or more. Basketball has 26 events, must participate in 7 or more, etc.

These instances do not provide policy for all situations. The expectation is that sponsors and coaches work together, communicate, and collaborate when conflicts occur. Coaches and sponsors need to find solutions to situations that are not addressed in this document with the student's best interest in mind. Administration needs to be notified of any conflicts.

NEW PROGRAMS

When new athletic/activity programs are being considered for inclusion in existing activities, the following procedures are followed:

- A proposal must be directed to the athletic/ activity director.

- A group of interested school and community people may be formed to discuss the potential of the proposal.
- In the event that the initiation of a new program comes from the community, rather than internally, the process could begin by the formation of a committee of school and community people.
- Implementation and determination of support would not take place until approved by the Board of Education and funded.

ORGANIZATION

The athletic directors represent Farmington High School and Piedra Vista High School at district (1AAAAA) and state meetings where official business is conducted, and serve as the official voters. Head coaches are required to attend district/area meetings/clinics that pertain to their sport.

PARTICIPATION

Eligibility rules are contained in the NMAA Handbook at www.nmact.org. Eligibility is determined by NMAA by-laws. Coaches and sponsors are responsible for ensuring an ineligible student does not participate; when in doubt, hold the student out. Eligibility requirements apply to all athletics and to other interscholastic activities such as drill team, cheerleaders, band, orchestra, chorus, and other groups wherein Farmington High School and Piedra Vista High School compete against other schools or miss class time. Coaches and sponsors determine, at the end of each marking period, whether or not their students are eligible. Any questions must be discussed with the athletic/activities director, since the aim is to comply with rules and avoid penalty. Other NMAA rules and regulations govern every aspect of interscholastic education for individual sports and member organizations. Contact with the NMAA is made through the athletic director only.

Any student who is qualified under the provisions of the NMAA shall have the right to try out for any sport and be evaluated on merit and performance. Selection of team members shall be made on ability, commitment, motivation, attitude, and compliance with regulations established by the NMAA. The coach may establish additional rules and regulations that must be approved by the athletic director and distributed to the students in writing. These regulations must conform to the philosophy and purpose of the interscholastic athletic program stated herein.

Parents/students giving false information (including a false address) to the schools on matters affecting eligibility will result in the student(s)

being declared ineligible in all sports for 365 days starting from the date of the discovery of the false information. Class attendance is required for students to participate in an athletic activity. They must attend classes the day of the contest up to departure time. Unusual circumstances are handled on an individual basis with the school administrator. Parent(s), guardian(s), and the student assume all legal responsibility for the personal safety and actions of the student while the student is traveling to and from practice.

8th GRADE PARTICIPATION AT THE HIGH SCHOOL LEVEL

- 8th graders will only be allowed to participate at the high school within their attendance area (this includes students who attend middle school in Farmington and live in Aztec, Bloomfield, Kirtland, Shiprock or any other community). This is their open enrollment choice.
- Once 8th grade students are released to participate at the high school, 8th grade students will not be able to practice prior to an approved time by middle school and high school administration. Example: 4 pm due to travel and distance. Once that time is established, 8th grade students cannot practice for that day until that approved time.
- 8th grade participants will not be excused to leave for pep assemblies or non-competition events during the school day either away from or at the high schools.
- All absences for competitions will be approved prior to the event and a list of students will be provided by the head coach of that sport to the middle school athletic director.
- For sports and activities that are offered at both the middle school and high school, students may participate at the high school only in the number of events that are above the middle school limits. (Example: Basketball is allowed 17 games at the middle school. High school allows 23. The 8th grade student can only participate in 6 high school events regardless of how many they did not participate in at middle school.)
- High school students are governed by the same policies and procedures of high school coaches concerning undue influence and recruiting:

PRACTICE

Coaches are to notify the participants and the athletic office of practice schedules. Ensure everyone is aware of the procedure to change practice for bad weather or other reasons. Keep the athletic office informed. No mandatory team practice shall occur between the last game of a team's season and the first NMAA authorized date of the following season. No mandatory practices or team meeting may be held on Sunday, Thanksgiving Day, Christmas Day or Wednesdays after 6 PM unless in a special circumstance as approved in advance by the athletic director. On in-service days, when school is dismissed early, no practice may be scheduled and no students may be in the athletic facilities until in-service is concluded. NMAA practice rules include a coaching staff is allowed 7.5 hours of total contact time per week (during days when school is in session only) to work with prospective student athletes during the off-season. Sports specific and sports specific conditioning classes are to be included within this allowable timeframe. This provision applies to all school coaches, paid and volunteer. This rule prohibits coaching these individuals on any team (school or non-school sponsored) out-of-season during the school year.

7.4.1 Athletic Class and Open Gym/Field

A. During the school year, but outside a particular sport season (out-of-season), a member school may allow participation in that particular sport during an athletic period.

B. Open Gym/Field is to be included within the allowable 7.5 hours per week of contact time during the off-season.

STUDENT-ATHLETE CODE OF CONDUCT

Participation in interscholastic athletics/activities is an extension of the regular school program, which is a privilege that carries expectations beyond those in the normal classroom situation. The goals give students direction in self-discipline, leadership, teamwork, respect for rules and regulations, and in developing healthful living habits. To those ends, this Code of Conduct is established for young people participating in the program:

- Attendance at school, practice, and contests.
- Maintain scholastic eligibility.
- Adherence to rules in the Student Handbook and NMAA Handbook.

- Conduct becoming a Farmington School District representative including respect of property and persons at all times.
- Refraining from possession or use of tobacco, alcohol, or other drugs.
- Refraining from stealing, or any breach of city or state statutes.

If a problem develops with any of the above, the coach and athletic director, governed by the Board Policy Manual and other appropriate handbooks, assign proper penalty. Parents and student are notified and action is taken. Administration and others may be included in disciplinary discharge.

Athletes, to be successful, must be in the very best physical condition possible. While a member of any squad, athletes must follow the substance abuse policy. Coaches may establish additional requirements.

Penalties may include possible loss of eligibility and suspension from the team for the remainder of the season. An athlete is in violation of the above training rules upon verification by the coaching staff or administration. Violations and subsequent action must be reported within 24 hours to the athletic director. The current head coach handles violations. After the athletic director is informed, the coach contacts the parent/s notifying them of the violation and action taken.

Any student penalized for violation of this code and/or training rules is entitled to a fair hearing, if requested by the parent within five (5) days. The principal and his designees meet with all affected parties (student, parents, coach, athletic director, etc.). He/she renders decision in writing within three (3) days.

In order to participate, students must attend school the day before a weekend competition and the day (until departure) of a school-day competition. An administrator will handle special circumstances on an individual basis. Students who are in attendance at school must attend practice that day, unless excused by the coach or sponsor. Students who are not in school at least a half-day are not eligible to practice. Penalty for non-attendance at practice may be suspension from competition. There is no place in athletics for any form of physical initiation or hazing. Condoning of any such custom or process by a coach is unacceptable.

TRAVEL

For team travel, the athletic director, working with the head coach, establishes dismissal, departure, and return times and sets the trip budget.

Central Office establishes the mileage charge. When a meal budget is available, allowance is \$7.50 maximum per person.

School transportation request forms are available on the FMS e-mail under FMS All Staff/FMS forms. These requests should be made as far in advance as possible. Complete the form and send it to the athletic director for approval. Forms must reflect accurate data for departure, number of riders, and any special needs for storage of equipment, uniforms, or instruments. A mileage charge is made to the budget, which must also cover the driver's meals and lodging. Athletic director may limit travel squads and number of meals. Changes in departure times, etc, must be taken care of by the head coach. Do not attempt to change times or dates by calling the central office or the transportation department.

Administrative personnel may travel with the team. ALL OTHERS are prohibited from riding in a bus transporting a team, unless authorized by athletic/activity director/coordinator. High school students can drive their own vehicles and transport other students to school sponsored activities only within the city limits. The student being transported by another student must have parents notified in advance as to who the driver will be, the destination, and the purpose of the trip. Written permission must be obtained.

Any school activity that requires students to be transported will require parent release forms or no transportation provided forms. Coach/sponsor will be required to keep these permission forms on file. Coach/Sponsor will be expected to travel through school transportation whenever possible.

Students and sponsors are required to complete several forms in advance of activity trips. The following forms are required:

Medical Release - Every student who participates in an activity that requires the student to leave the district must complete a medical release form. The sponsor makes a copy for the Activity Office and carries the original on activity trips.

Parent Permission - Every student must have parent permission to participate in activities and to travel with organizations such as band, choir, and speech and debate. Parental permission may be provided at the beginning of the year and does not have to be repeated for each trip. Organizations that do not travel on a regularly scheduled basis must get permission for each trip.

School Related Absence - Students who miss school to participate in a school-sponsored activity must be listed on an excused absence form or properly documented in the school attendance office by its current procedure.

Coaches/sponsors who have squads on overnight trips should notify the athletic/activity director and parents as to the itinerary. Assign students to rooms. Set a reasonable curfew at which time every student must be in his/her assigned room and may not leave that room except in case of an emergency. Damage or theft is paid by the student and may justify suspension. Periodic room checks assure that students are in assigned rooms. Block long distance calls and movie access billed to room. Fully investigate incidents concerning student behavior. Presence, possession, or use of alcohol, drugs, or other contraband results in the student or students becoming ineligible and on suspension from the activity. Report rule infractions to the Athletic Director/~~Coordinator~~ by telephone at the earliest opportunity. Failure to comply with these regulations may result in the suspension of duties. Teams are expected to return home as near to the trip ticket time as possible. All participants will return with the team. Exceptions may occur only with coach/sponsor approval. The parent must hand deliver a written request for approval. Teams are expected to return the day/night of their last game in all tournament situations. A request must be made to the Athletic Director in special situations (safety considerations).

In order to keep students in school during school days and develop some guidelines for coaches and sponsors, the following will apply:

Baseball/Softball/Football

Farmington- 1.75 (1 hour and 45 minutes) hours before competition release
County and Surrounding Area- 1.75 hours plus travel (under 150 miles 1 way)
Out of County-2.5 hours plus travel (over 150 miles)

**Basketball/Volleyball/Soccer/CC/Tennis/Golf/Swimming/
Cheer/Drill/Track/Band/Choir/Drama/ROTC/SP&D/Orchestra**

Farmington- 1 hour before competition release
County and Surrounding Area-1 hour plus travel (under 150 miles one way)
Out of County- 2 hours plus travel (over 150 miles)

Coaches and Sponsors should make sure their release time is at a natural break in the schedule and are as close to these times as possible. Coaches and Sponsors should not ask for an All-Call to release the students.

The student has to take responsibility for knowing when they are leaving. These times apply to school days when students are in session or in-service days where teachers are working. Saturdays and Holiday departure times are at the discretion of the administration. If you have any questions, please consult with your administration.

No student who is ineligible should go on any trip for any reason. This includes athletics and activities. **FMS BOARD POLICY PROVIDE MORE REGULATIONS ABOUT TRAVEL RULES.**

Travel Per diem and Travel times

Below are the guidelines for school purchased meals and hotels during athletic/activity travel.

These are merely guidelines. Requests for meals, hotel stays, and travel times may be altered as deemed necessary. Travel times and expenses must be approved prior to travel.

Meals:

- Meals will not be provided for any travel within San Juan County
- Only one meal will be provided for travel outside of San Juan County up to 150 miles
- Two meals will be provided for travel over 150 miles and the travel will be completed on the same day of the event
- Limit is \$7.50 per meal per student/coach/bus driver (Person signing credit card receipt is financially responsible for any overages)
- A roster of students/coaches travelling will be submitted prior to acquiring a credit card to purchase meals

Hotels:

- Overnight stay is permitted for tournaments and multiple games on back-to-back days that exceed 150 miles within your budget.
- It is recommended that reservations be made at hotels that provide an included breakfast. This allows for only one meal (lunch) on return travel days and two meals on another stay night.
- Overnight stay is permitted for single games when the event start time does not allow for ample driving time from 5am or expected

completion time does not allow for ample driving time to return by 1am. See example below:

- Not permitted: Albuquerque area event has a 9am or later start or 10pm or earlier finish

Requests for variances and exceptions will be heard on a case by case basis. **SCHOOL/DISTRICT POLICY REGARDING STATE or ELIMINATION Tournaments is that travel home is required as soon as possible after elimination.**

BUS INFORMATION

Driver Time Rules

The following maximum driving and on-duty time shall apply to drivers of school-sponsored activities:

A driver operating a motor vehicle for the purpose of transporting students to or from a school sponsored activity shall not have more than 10 hours of total driving time, or more than 8 hours of continuous driving time. A driver shall not be permitted to be on-duty a total of more than 15 hours in a 24 hour time period.

The following conditions shall be met in order for a driver to be considered "off-duty": The driver is relieved of duty and all responsibility for the care and custody of the vehicle, its accessories, or any cargo or passengers. The duration of the driver's relief from duty is a specified, adequate period of time to allow the driver to rest and to pursue activities of his/her choosing OFF the premises where the vehicle is situated.

Responsibilities of Coaches/Teachers/Sponsors/Bus Drivers

1. A coach, sponsor or teacher must be on the activity bus while students are on board the bus. At no time will students be allowed to be on the bus or return to the bus without the coach, teacher or sponsor with them.
2. Preparation and submission of trip requests in accordance with local board of education's policies.
3. Notification to the school district administrator or designee of any schedule changes.

4. Assurance that students are at the departure points at the appointed time.
5. Supervision of the loading and unloading of the vehicle.
6. Assurance of the orderly conduct and discipline of students during the trip.
7. In an evacuation of the vehicle, supervision of students and maintain control of student passengers.
8. All arrangements on overnight trips for meals and lodging, including the driver.
9. Provision for adequate rest stops.
10. Maintenance of a student roster and taking roll each time students disembark and return to the vehicle.
11. The person responsible for the group or activity shall not have the additional responsibility of driving the school activity bus.
12. A completed itinerary, for multi-day trips, turned in with trip request or as soon as possible for review.

2.46 FIELD/ACTIVITY TRIPS

2.46.1 The Board of Education of the Farmington Municipal Schools recognizes that field trips are extensions of the curricular and extra-curricular programs. Field trips are opportunities for students to participate in activities and gain experiences that cannot be duplicated in the classrooms or on the school site. Field trips will be developed to minimize disruption to instructional time.

The Board of Education encourages appropriate, carefully planned trips that lead to new learning or reinforce what has already been learned in schools.

The Superintendent designee shall develop procedures for the operation of an outside trip that will ensure that field trips directly support the instructional program, the safety of the student is protected and that parent permission is obtained before the student leaves the school.

2.46.2 Student Travel Definitions:

A. School sponsored means any activity that has a staff member assigned as an agent of the school and has been approved by the principal and/or

superintendent.

B. Field Trip is a school-sponsored activity that is directly related to the instructional program and must be aligned with NM Content Standards, Benchmarks and Performance Standards, district curriculum and the schools Educational Plan for Student Success. A field trip may be an overnight trip.

C. Student Organization Trip is an activity that provides extended opportunities related to an officially recognized organization. Participation is limited to the members of the organization or club. Out-of-state organization trips should be scheduled for non-school days whenever possible.

2.46.3 Contests Within New Mexico

High school and middle school state-level competitions within New Mexico, both athletic and non-athletic, must be sanctioned by and conducted in accordance with the rules, regulations, procedures and guidelines of the New Mexico Activities Association.

2.46.4 Contests Out of State

"Extended Trips" are defined per sport/activities as out-of-state travel to any site over 300 land miles from Farmington. Each school is limited to one extended trip per varsity team/activity per academic year for athletics. All such trips shall have 90-day prior approval and comply with any and all National Federation sanctioning procedures, which apply.

2.46.5 Board Approval

Elementary and middle schools must have board approval for any trip over 100 miles or overnight. The building administrator must approve every trip and all fundraising for the trip before going to the Board for approval.

Secondary schools must have board approval for any trip over 300 miles from Farmington. Buses will not travel more than 500 miles from Farmington. Alternate transportation must be secured.

2.46.6 PROCEDURES/REGULATIONS FOR FIELD TRIPS AND STUDENT TRAVEL

In the development of a trip, staff is responsible for assuring that:

1. The objectives of the trip are integral to the academic content under study and the instructional program.
2. The trip will not adversely disrupt the overall learning environment of the school.
3. Individual student grades, eligibility or course requirements will not be adversely affected by participating in the trip. However, participating students are responsible for and required to makeup assigned work in classes missed.
4. Appropriate education experiences will be provided for those students who do not participate in the trip.
5. Schools must provide financial options to ensure maximum participation by all interested and qualified students regardless of economic circumstance. No student may be denied participation for financial reasons in a school-sponsored field trip.
6. The proposed program is feasible within the time limit.
7. Teachers not participating in the trip, who have regularly scheduled learning activities for students for whom the trip is planned, are informed of the proposed plans at least 5 work days prior to the scheduled field trip.
8. Chaperones should be assigned based on the age and number of students, location and type of activity. Additionally, the appropriate number of chaperons should be based on the age of students and type of activity. Children who are not part of the group participating in the trip may not accompany parents when the parents serve as chaperones. The school must follow all state laws with regard to volunteer background checks for chaperones who may have unsupervised access to any student.

9. A sufficient number of chaperones, including the teacher, coach or sponsor must ride with the students on buses used for field, activity or athletic trips. (Sufficient number is determined by number of students on the bus and approved by building supervisor.)
10. A written plan is developed for the administration of medication for any student requiring such assistance.
11. Travel by students representing a particular school and traveling under the name of the school will be allowed under the following conditions:
 - a. All trip proposals should be in writing and submitted to the building principal.
 - b. All travel must be in connection with the school program.
12. In the event a recognized student school group or organization wants to go on a trip which is school sponsored but only indirectly related to a school program, the following conditions must be met:
 - a. The group or organization must raise the entire amount of monies needed for the trip.
 - b. No regular school time will be missed as a result of the trip.

2.46.7 Cancellation of Trips

1. Cancellation of trips may occur due to weather, safety, world events or local district/school need. Trips will be canceled only under circumstances under which appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.
2. Farmington Municipal Schools is not responsible for financial losses to students and parents due to cancellation of trips.
3. The authority to cancel trips rests with the Superintendent or the

Superintendent's designee.

4. Insurance coverage for out-of-state trips shall be acquired to cover the cost of any cancellation fees.

2.46.8 Procedures for a Field Trip/Activity Trip

Teacher must obtain principal and parental permission for student field trips and adhere to the following procedures:

1. Staff and students, when appropriate, develop plans for the school sponsored field trip according to the guidelines listed above and submitted to the principal for approval. The principal must approve a trip before any contractual commitments may be made or any payments collected from students or parents.

2. Once a trip is approved, the following steps shall be carried out by the responsible school personnel:

a. Farmington Municipal Schools transportation shall be utilized where available and economically feasible. When a Farmington Municipal Schools bus is required, all procedures for transportation of students are followed.

b. When commercial carriers are used, only those approved by the Farmington Municipal Schools Transportation Director may be utilized.

c. When transportation is provided as in (a) or (b) above, all students should be transported as a group.

d. If a Farmington Municipal Schools employee or parent transports students, only their own child(ren) may be transported by them.

e. Parents are provided with specific written information about the instructional goals and learning objectives of the trip, costs, payment options (if any) and transportation arrangements - including departure time and approximate time of return. Parents will also be provided with information regarding cancellation procedures as outlined in this regulation.

3. The principal is responsible to:

- a. Ensure that student field trips have an educational purpose, are age appropriate, necessary safety precautions are considered and parental consent has been obtained.
- b. Obtain and retain on file written parental permission for students who have not established age of majority to participate in a field trip.
- c. Ensure that a child who is in custody (i.e. foster home placement) has the parental consent form signed by the CYFD department social worker and not the foster parent. The foster parent or the school should contact the CYFD social worker to obtain the signature and consent.
- d. Signing any contractual agreement with a public carrier or any other service provider.
- e. Insurance coverage for out-of-state trips shall be acquired to cover the cost of any cancellation fees.
- f. The participants and their parents understand, assuring that all plans and arrangements are in place.
- g. Assuring that the field trip is directly related to the instructional program and content under study at the time of the trip.

4. School staff is responsible for:

- a. Setting behavior expectations for both participation in the trip and the behavior expected on the trip, as well as communicating these expectations and the consequences for failure to meet them to students and parents prior to the trip.
- b. Carrying a list of the names of students and chaperones participating and their emergency information and submitting a copy of the list to the principal prior to the trip.
- c. Provide appropriate supervision.

d. Notifying the principal of any emergency situation (e.g. an accident involving a student(s), student missing from the group, etc.).

Students participating on a field trip during school hours are permitted and expected to make up any school work missed and the student's absence is recorded as "excused."

All participants must comply with the time schedule allotted for the trip.

In the interest of safety for students and staff, no activity travel will be scheduled between 1:00 a.m. and 5:00 a.m. without prior approval.

Adopted:

Last Revision: 7/14/11

3.37 CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS

3.37.1 Students activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board of Education believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The greatest values derived from both co-curricular and extra curricular student school activities occur when such activities are developed and encouraged through participation of the student body, interested members in the community, and the school staff.

3.37.2 The Board of Education further believes that any program of student activities should:

A. Require all student extra curricular participation to be on a voluntary basis.

B. Permit the formation of student clubs, and other organized groups to promote or pursue specialized athletic, social service and social activities.

3.37.3 Three types of clubs or groups are permitted in the Farmington Schools:

A. School-Sponsored Clubs: Student clubs or groups that are sponsored by the school because their purposes and goals are related to the school's curriculum, such as Spanish Club;

B. Student-Initiated Club: Student clubs or groups initiated by students that are recognized, but not sponsored by, the school because their purposes and goals are not related to the curriculum, but which are permitted to meet at school during non-instructional time; and

C. Outside Clubs or Groups: Youth clubs or groups, such as Boy Scouts and Girl Scouts, which include students as members, but which are neither "sponsored" nor "recognized" by the school, and which are merely permitted the use of school facilities after school hours on an equal footing with other community groups.

3.37.4 Student Clubs shall be formed as follows:

A. Students who wish to form a School-Sponsored Club shall make a request to the Principal for approval and sponsorship.

B. Students who wish to form a Student-Initiated Club shall make a request to the Principal for approval and recognition.

C. Both types of clubs must be open to all students on an equal basis, must be voluntary, and must operate on the basis of the procedural guidelines established by the student council acting in concert with the Principal.

D. School-Sponsored Clubs shall be assigned a faculty sponsor, and if no faculty member is willing to accept such appointment, the formation of the club may be delayed or denied.

E. Student-Initiated Clubs shall have assigned to them a faculty supervisor, and, if the club is religiously oriented, the faculty member shall be limited to non-participatory and custodial responsibilities; if no faculty

member is willing to accept such appointment, the formation of the club may be delayed or denied.

F. Approval of the formation of any club will not be denied on the basis of the speech or viewpoint of the club or its members, except that such approval may be denied if the proposed clubs meetings would materially and substantially interfere with the orderly conduct of educational activity within the school, or would impede the ability of the administration to maintain order and discipline on school premises, to protect the well being of students and faculty, to assure that attendance at religious meetings is voluntary, and to make such regulations as required by consideration of space, safety, and the common good.

G. Lists of School-Sponsored Clubs, sponsored by the school, and of Student-Initiated Clubs recognized by the school, will be maintained by the school and posted on the school's web site. Parents may request in writing to restrict their child's participation in specific clubs or activities.

H. Students proposing Student Clubs must submit written application for authorization on the District Club Authorization Form no later than the 20th Day of each school year. The Activities Administrator will review and respond to all applications no later than the 40th Day of each school year.

3.37.5 In addition to other limitations and restrictions governing students and student organizations, all non-curricular, Student-Initiated Clubs are subject to the following limitations:

A. Meetings or activities at school of religiously oriented Student-Initiated Clubs may include no employees or agents of the school except upon assignment by the administration in a non-participatory, custodial capacity; and

B. Non-school persons may not direct, conduct, control, or regularly attend meetings or activities of such clubs at school.

3.37.6 Advertising in the school by Student-Initiated Clubs and by Outside Clubs or Groups shall be limited to announcements of the times and

places of such clubs' meetings as part of the daily routine of the school in providing such information.

Last Revision: 7/14/11

JOB DESCRIPTION HS ATHLETICS & ACTIVITIES DIRECTOR

Provides overall leadership direction, supervision, and coordination for the athletic and activities program (grades 9-12).

- Directs the interscholastic athletic program to conform to district and state philosophy, goals, policy, regulations, and guidelines.
- Gains input and feedback from coaches, sponsors, administrators, faculty, staff; students, parents, and patrons relative to the activity/athletic programs; recommends and initiates improvements/changes in those programs.
- Promotes cooperative and supportive relationships among all curricular, co-curricular, and interscholastic relations with the schools and the personnel against whom we compete; promotes positive public relations for the athletic/activity programs within the school district and local community; markets the program; serves as a spokesperson and advocate.
- Stresses involvement by encouraging maximum student membership in the activities and athletic program.
- Emphasizes and represents the philosophy and purpose of the interscholastic athletic program, including sportsmanship, pride in achievement, appreciation of team effort, hard work, fair play, respect for the rules/officials, the game, and abilities of others.
- Assures optimum operation of the athletic/activity office.
- Works cooperatively with principals and central office personnel in the identification of coaching assignments; recruitment, selection, and reemployment of coaching personnel; evaluation of coaches via attendance at practices and games. Organize and administer in-service training and development for coaching personnel, ensuring compliance with District, NMAA, and State Board of Education requirements.
- Assists in the development of the annual athletic/activities budget and monitors revenue and expenditures throughout the year; advocates appropriate and competitive compensation for coaching and activity

- sponsorship.
- Evaluates athletic facilities; coordinates with principals, maintenance and custodial staff, and the director of support services, for the improvement and maintenance of such facilities.
 - Ensures supplies, equipment, and uniform needs are met; compiles and prioritizes requests; manages procurement process; ensures good inventory management and that the equipment receives proper distribution, care, storage, and repair.
 - Interprets (to coaches, parents, and students) the NMAA, district, and school athletics/activities rules, regulations, policies, and procedures. Coordinates with coaches, sponsors, and the registrar the checking of eligibility for each participant: serves as NMAA liaison and official voter for HS.
 - Schedules HS athletic events in consultation with coaches; executes contracts for all contests; provides notice of changes.
 - Periodically reviews and updates the Athletics/Activities Handbook which outlines procedures, expectations, philosophy, and goals of the program.
 - Coordinates co-curricular and extra-curricular clubs, organizations, and activities such as student government, vocational organizations, music, student publications, cheerleaders, drill team, pep squad, and others; plans and directs the FHS efforts in intramurals as appropriate based on student interest and considering budget/facilities limitations.
 - Maintains professional competence through in-service education, activities, and/or self-selected professional activities.
 - Investigates complaints and reports of infractions of the rules, regulations, and procedures and resolves complaints and/or corrects violations.
 - Investigates policy complaints and makes recommendations to immediate supervisor regarding possible actions.
 - Oversees the HS concessions.
 - Performs other tasks related to the administrative responsibilities of an assistant principal at HS.

Specific Responsibilities

- Works with game officials and commissioners to ensure good scheduling and communication and mediates concerns/complaints.

- Arranges for and supervises all workers at home events: tickets, bench officials, public address, custodial, and security services; ensures their compensation.
- Maintains current files on rules and regulations established by each coach/sponsor and on organizational by-laws/constitutions.
- Coordinates transportation for extra-curricular events.
- Makes necessary reports within the district, conference, and state association; ensures coaches complete necessary reports.
- Coordinates shared (district-owned) facilities; serves as liaison with city, county, and community programs.
- Ensures participants have required health examinations; keeps records of accidents/injuries; promotes drug, alcohol, tobacco, and steroid-free programs.
- Arranges for insurance and provides forms for coaches/sponsors to distribute to student participants.
- Communicates with booster clubs and parent groups; ensures awards are secured for seasonal recognition events, such as banquets.
- Plans and manages, with head coaches, special athletic events such as invitational tournaments, play-offs, and state contests.
- Assists sponsors with major annual, non-athletic events such as homecoming, prom, and graduation.
- Coordinates printing of schedules and tickets.
- Promotes programs to enhance ticket revenue.
- Coordinates compilation and preservation of athletic historic memorabilia and records; encourages recognition of historic accomplishments.
- Communicates with coaches and sponsors.
- Ensures proper hospitality for visiting teams, coaches, fans, and officials.

JOB DESCRIPTION HEAD VARSITY COACH

Responsibility and Authority

- The head varsity coach's immediate supervisor is the Athletic Director.
- The head varsity coach has authority over all participants and season related activities.

Job Responsibilities

- Maintain an accurate and updated list of supplies and equipment. Submit a copy of the season wrap-up form to the Athletic Director within two (2) weeks of the last contest; include major equipment/uniform needs.
- Check in equipment at the end of the season. Charge students for lost equipment. Store and secure uniforms, equipment, and supplies within two (2) weeks of the last contest.
- Ensure that each participant has a physical examination form turned in to the office prior to participating in practice. Collect the insurance forms and training rules before the first practice.
- Submit copy of policies to the Athletic Director
- Organize, conduct, and supervise practices throughout the season. Notify Athletic Office of practice schedules and changes in practice schedules. Clear athletes from the gymnasium, locker room, and weight room before leaving the building. See that participants do not loiter around the building or in the halls immediately after practice.
- Supervise students during practices and games. This includes the locker room, gymnasium, and gym lobby.
- Ride the bus to and from all contests.
- Require that participants maintain acceptable standards of behavior and decorum.
- Provide team and player publicity to local media.
- Attend end-of-season awards banquet and present season awards.
- Establish written expectations for assistants. Provide a copy of these expectations to the coaching staff and administrators.
- Develop comprehensive programs for the off season.
- Check eligibility each grading period. Discrepancies are resolved through the Athletic Director.
- Provide all necessary information, on time, to appropriate offices (i.e., excused absence list prior to departure).
- Communicate with athletic trainer regarding the occurrence and progress of all injuries.

JOB DESCRIPTION HS ASSISTANT COACH

Responsibility and Authority

- Supervisors are the head coach, athletic director, and principal.
- Shared authority with the head coach over all players and season related activities.

Job Responsibilities

- Supervise students during practices and games including locker room, around the building, and gym area
- Ensure participants maintain acceptable standards of behavior and decorum.
- Assist in conducting and supervising practices throughout the sport season. Complete other tasks as assigned by the head coach.

JOB DESCRIPTION ATHLETIC TRAINER

Responsibility and Authority

- The athletic trainer's immediate supervisor is the Athletic Director.
- The individual must have the appropriate national and state athletic trainer certifications.

Job Responsibilities

- Responsible for prevention, emergency care, first aid, evaluation, and rehabilitation of injuries to athletes under his/her care.
- Liaison between the team physician, the athlete, the athlete's parents, and coaching staff.
- Consultant to coaching staff on conditioning, nutrition, and protective equipment.
- Prevention of injuries including education of athletes and athletic trainer aides and correcting deficiencies in athletes as deemed necessary as well as taping and bracing.
- Emergency care and first aid including availability of necessary equipment, communication procedures for emergency situations, and prompt, accurate triage.
- Evaluate acute and chronic injuries and refer to the team physician or specialist where appropriate. Help decide if a player, not under a doctor's care, may return to competition following an injury.
- Treat athletic injuries with protection, rest, ice, compression, elevation, support, ultrasound, electrical stimulation, cold/heat, and hydrotherapy as needed or prescribed with the availability of modalities.
- Communicate with the head coach regarding the occurrence and progress of all injuries.
- Develop, supervise, evaluate, and modify individual exercise programs for rehabilitation to help athletes return to a pre-injury status.
- Maintain records including injury reports, home care instructions, referrals, treatment records, rehabilitation progress notes, and

- insurance information.
- Secure training room equipment and supplies as needed.
 - Provide education and supervision for athletic trainer aides.
 - Cover HS team practices allowing access to the athletic training room.
 - Cover HS sporting events as scheduled with AD.

Athletic Department Protocol and Procedures for Management of Sports-Related Concussion

Medical management of sports-related concussion is evolving. In recent years, there has been a significant amount of research into sports-related concussion in high school athletes. FMS has established this protocol to provide education about concussion for athletic department staff and other school personnel. This protocol outlines procedures for staff to follow in managing head injuries, and outlines school policy as it pertains to return to play issues after concussion.

FMS seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance if needed, and are fully recovered prior to returning to activity.

In addition to recent research, two (2) primary documents were consulted in developing this protocol. The "Summary and Agreement Statement of the ~~3rd~~ 4th International Conference on Concussion in Sport, Zurich-~~2008~~ 2012" ⁱ(referred to in this document as the Zurich Statement), and the "National Athletic Trainers' Association Position Statement: Management of Sport-Related Concussion" ⁱⁱ(referred to in this document as the NATA Statement).

This protocol will be reviewed on a yearly basis, by the FMS medical staff. Any changes or modifications will be reviewed and given to athletic department staff and appropriate school personnel in writing.

All athletic department staff will attend a yearly in-service meeting in which procedures for managing sports-related concussion are discussed.

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I. Recognition of concussion

A. Common signs and symptoms of sports-related concussion

1 Signs (observed by others):

- 1 Athlete appears dazed or stunned
- 2 Confusion (about assignment, plays, etc.)
- 3 Forgets plays
- 4 Unsure about game, score, opponent
- 5 Moves clumsily (altered coordination)
- 6 Balance problems
- 7 Personality change
- 8 Responds slowly to questions
- 9 Forgets events prior to hit
- 10 Forgets events after the hit
- 11 Loss of consciousness (any duration)

2 Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish

- Feels "foggy"
- Problems concentrating
- Problems remembering

3. These signs and symptoms are indicative of probable concussion. Other causes for symptoms should also be considered.

B. Cognitive impairment (altered or diminished cognitive function)

1. General cognitive status can be determined by simple sideline cognitive testing.

- AT should SCAT2 (Sports Concussion Assessment Tool)ⁱⁱⁱ. SAC, sideline ImPACT, or other standard tool for sideline cognitive testing may also be used. (SCAT2 is recommended)
- Coaches should utilize basic signs and symptoms, discussed above) to determine playing status as per Senate Bill 1

II. ImPACT neuropsychological testing requirements

1. ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is a research-based software tool utilized to evaluate recovery after concussion. It was developed at the University of Pittsburgh Medical Center (UPMC). ImPACT evaluates multiple aspects of neurocognitive function, including memory, attention, brain processing speed, reaction time, and post-concussion symptoms.

a. Neuropsychological testing is utilized to help determine recovery after concussion.

2. All athletes At FMS high schools are required to take a baseline ImPACT test prior to participation in sports at PVHS (usually freshman year) The baseline test will be updated every year.

III. Management and Referral Guidelines for All Staff

Suggested Guidelines for Management of Sports-Related Concussion^{iv}

- Any athlete with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
- Any athlete who has symptoms of a concussion, and who is not stable (i.e., condition is changing or deteriorating), is to be transported immediately to the nearest emergency department via emergency vehicle.
- An athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
 - deterioration of neurological function
 - decreasing level of consciousness
 - decrease or irregularity in respirations
 - decrease or irregularity in pulse
 - unequal, dilated, or unreactive pupils
 - any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - mental status changes, or difficulty maintaining arousal
 - seizure activity
 - significant cranial nerve deficits
- An athlete who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the athlete's primary care physician, or seek care at the nearest emergency department, on the day of the injury.
 - a. ALWAYS give parents the option of emergency transportation, even if you do not feel it is necessary.

III. Procedures for the Certified Athletic Trainer (AT)

A. The AT will assess the injury, or provide guidance to the coach if unable to personally attend to the athlete.

1. Immediate referral to the athlete's primary care physician or to the hospital will be made when medically appropriate (see section II).

2. The AT will perform serial assessments following recommendations in the NATA Statement, and utilize the SCAT2 (Sport Concussion Assessment Tool), as recommended by the Zurich Statement.

a. The Athletic Trainer will notify the athlete's parents and give written and verbal home and follow-up care instructions.

B. The AT may notify the school nurse of the injury, prior to the next school day, so that the school nurse can initiate appropriate follow-up in school immediately upon the athlete's return to school.

- The AT will continue to provide coordinated care with the school nurse, for the duration of the injury.
- The AT will communicate with the athlete's guidance counselor regarding the athlete's neurocognitive and recovery status, if needed.

C. The AT is responsible for administering post-concussion ImPACT testing.

1. The initial post-concussion test will be administered within 48-72 hours post-injury, whenever possible.

a. Repeat post-concussion tests will be given at appropriate intervals, dependent upon clinical presentation.

2. The AT will review post-concussion test data with the athlete and the athlete's parent.

- a. ImPACT data may be forwarded to the school medical advisor for review and consultation.
- The AT will forward testing results to the athlete's treating physician, with parental permission and a signed release of information form.
 - The AT or the athlete's parent may request that a neuropsychological consultant review the test data. The athlete's parents will be responsible for charges associated with the consultation.
 - The AT will monitor the athlete, and keep the school nurse informed of the individual's symptomatology and neurocognitive status, for the purposes of developing or modifying an appropriate health care plan for the student-athlete.
 - The AT is responsible for monitoring recovery & coordinating the appropriate return to play activity progression.
 - The AT will maintain appropriate documentation regarding assessment and management of the injury.

IV. Guidelines and procedures for coaches:

RECOGNIZE, REMOVE, REFER

- Recognize concussion
 1. All coaches should become familiar with the signs and symptoms of concussion that are described in section I.
 2. Very basic cognitive testing should be performed to determine cognitive deficits.
- B. Remove from activity
 1. If a coach suspects the athlete has sustained a concussion, the athlete should be removed from activity until evaluated medically.

- Any athlete who exhibits signs or symptoms of a concussion should be removed immediately, assessed, and should not be allowed to return to activity that day.

C. Refer the athlete for medical evaluation

- Coaches should report all head injuries to the PVHS Certified Athletic Trainer (Aaron Stem), as soon as possible, for medical assessment and management, and for coordination of home instructions and follow-up care.
 - a. The AT can be reached at: 486-6412.
 - b. The AT will be responsible for contacting the athlete's parents and providing follow-up instructions.

2. Coaches should seek assistance from the host site AT if at an away contest.

3. If the PVHS AT is unavailable, or the athlete is injured at an away event, the coach is responsible for notifying the athlete's parents of the injury.

a. Contact the parents to inform them of the injury and make arrangements for them to pick the athlete up at school.

b. Contact the AT at the above number, with the athlete's name and home phone number, so that follow-up can be initiated. Additional copies are available from the AT.

c. Remind the athlete to report directly to the school nurse before school starts, on the day he or she returns to school after the injury.

4. In the event that an athlete's parents cannot be reached, and the athlete is able to be sent home (rather than directly to MD):

- The coach or AT should insure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home.
- The coach or AT should continue efforts to reach the parent.

c. If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to the emergency department for evaluation. A coach or AT should accompany the athlete and remain with the athlete until the parents arrive.

- Athletes with suspected head injuries should not be permitted to drive home.

V. FOLLOW-UP CARE OF THE ATHLETE DURING THE SCHOOL DAY

A. Responsibilities of the school nurse after notification of student's concussion

1. The athlete will be instructed to report to the school nurse upon his or her return to school. At that point, the school nurse will:

- a. re-evaluate the athlete utilizing the ImPACT symptom checklist.
- b. provide an individualized health care plan based on both the athlete's current condition, and initial injury information provided by the AT or parent.

2. Notify the student's guidance counselor and teachers of the injury immediately via the individualized health care plan form.

3. Notify the student's P.E. teacher immediately that the athlete is restricted from all physical activity until further notice.

4. If the school nurse receives notification of a student-athlete who has sustained a concussion from someone other than the AT (athlete's parent, athlete, physician note), the AT should be notified as soon as possible, so that an appointment for ImPACT testing can be made.

5. Monitor the athlete on a regular basis during the school day.

- Responsibilities of the student's guidance counselor

1. Monitor the student closely and recommend appropriate academic accommodations for students who are exhibiting symptoms of post-concussion syndrome.

2. Communicate with school nurse on a regular basis, to provide the most effective care for the student.

VI. RETURN TO PLAY (RTP) PROCEDURES AFTER CONCUSSION

- Returning to participate on the same day of injury

1. As per senate bill 1, an athlete who exhibits signs or symptoms of concussion, or has abnormal cognitive testing, IS LEGALLY NOT PERMITTED to return to play on the day of the injury. Any athlete who denies symptoms but has abnormal sideline cognitive testing should be held out of activity.

2. "When in doubt, hold them out."

- Return to play after concussion

1. The athlete must meet all of the following criteria in order to progress to activity:

- Asymptomatic at rest and with exertion (including mental exertion in school) AND:
- Within normal range of baseline on post-concussion ImPACT testing AND:
- If an athlete has been referred, or seen in the ER, the athlete must have written clearance from primary care physician or specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician).

2. Once the above criteria are met, the athlete will be progressed back to full activity following a stepwise process, (as recommended by both the Zurich and NATA Statements), under the supervision of the AT.

a. As per senate bill 1, an athlete with a confirmed concussion, may not return to play sooner than 1 week, and must have medical clearance issued by a licensed medical professional (this includes MD, DO, PA-C, NP, Phycologist, Athletic Trainer)

3. Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progressed more slowly.

4. Stepwise progression as described in the Zurich Statement:

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage	Supervision
No Activity	Complete physical and cognitive rest	Recovery	Athletic Trainer/ School Nurse
Light Aerobic Activity	Walking, or stationary cycling keeping intensity <70% MPHR. No resistance training.	Increase HR	Athletic Trainer

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage	Supervision
Sport Specific	Running pass routes in football, running drills in soccer. No head impact activities.	Add Movement	Athletic Trainer
ImPACT at normal	Athlete must have a normal ImPACT test in order to progress	Assess cognitive status	Athletic Trainer
Non-contact training drills	Progression to more complex training drills (e.g. passing drills in football and ice hockey). May start progressive resistance training).	Exercise, coordination, cognitive load	Coach/ Athletic Trainer
Full-Contact training	Following medical clearance, participate in normal training activities	Restore confidence, assessment of functional skills by coaching staff	Coach/ Athletic Trainer
Game Play	Normal game play		Coach/ Athletic Trainer

Note: If the athlete experiences post-concussion symptoms during any phase, the athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours.

5. The AT and athlete will discuss appropriate activities for the day. The athlete will be given verbal and written instructions regarding permitted activities. The AT and athlete will each sign these instructions. One copy of this form is for the athlete to give to the coach, and one will be maintained by the AT.

6. The athlete should see the AT daily for re-assessment and instructions until he, or she, has progressed to unrestricted activity, and been given a written report to that effect, from the AT.

McCrary P, Meeuwisse W, Johnston K, et al. Consensus statement on concussion in sport, 3rd International Conference on Concussion in Sport, held in Zurich, November 2008. *Clin J Sport Med.* 2009;19:185-200

ⁱⁱ Guskiewicz KM, et al. National Athletic Trainers' Association Position Statement: Management of Sport-Related Concussion. *J Athl Train.* 2004;39(3):280-297.

HEAT ILLNESS PREVENTION PROTOCOL

NMAA Bylaw 7.6.21: The athletic trainer and the head coach of each sport and level are responsible for checking the heat index PRIOR TO the beginning of practice. If the Heat index is above 104, practice is cancelled. Practice may occur later in the day provided the heat index falls to 104 or less. If the heat index is 100-104, consider modification to remove protective equipment and to shorten practice. If the heat index is 95-99, use caution, but you may practice. If the heat index is under 95, risk of heat illness is present, but risk is greatly reduced. Water breaks should occur every 20-30 minutes. Do NOT restrict intake of fluids.

Immersion in cold water is the treatment of choice for management of acute heat exhaustion and heat stroke. Call EMS if you suspect heat illness.

LIGHTNING DISTURBANCES

National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning. The preferred sources from

which to request such a policy for your facility would include your state high school association and the nearest office of the National Weather Service.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
4. Hold periodic reviews for appropriate personnel.

Farmington Municipal Schools Parent Permission

- *Please put an X through each circle to indicate you have read the section*

- *Acknowledgement of Injury Risk*

I am aware that preparation for and participation in interscholastic athletics involves risk of serious and permanent injury to the student-athlete. I acknowledge and understand the danger of possible severe injuries inherent in physical activity and contact in all sports.

- *Consent for Cognitive Testing (High School Sports)*

I give my permission for my son/daughter to have a baseline, and if needed, a post-concussion ImPACT (Immediate Post-concussion Assessment and Cognitive Testing) administered to them. I understand that my child may need to be tested more than once, depending upon the results of the test, as compared to my child's baseline test. I understand there is no charge for the testing. FMS personnel may release the ImPACT (Immediate Post-concussion Assessment and Cognitive Testing) results to my child's primary care physician, neurologist, or other treating physician, as indicated below. I understand that general information about the test data may be provided to my child's guidance counselor and teachers, for the purposes of providing temporary academic modifications, if necessary.

- *Consent to Participate*

I certify that my son/daughter has my approval to participate in athletics and activities sponsored by FMS in accordance with the conditions set forth by the sponsors and administration.

- *Consent to Release Medical Information*

Completion of this document authorizes the disclosure and/or use of individually identifiable information, consistent with federal laws (including HIPPA) concerning the privacy of such information. Failure to provide all information requested may invalidate this authorization.

I give consent to the Certified Athletic Trainer(s) of Farmington Municipal Schools, to release information pertaining to my son/daughter's athletic injury to his/her Coach, Athletic Director, School Nurse, or other professional with a need to know. I understand that medical records are private information, and will be treated as such. If at any time I wish to restrict the release of medical information I will do so in writing to be

received by the Certified Athletic Trainer. This authorization shall become effective immediately and shall remain effective for the current school year only. I understand that I have the following rights with respect to this authorization: I may revoke this authorization at anytime.

My revocation must be in writing, signed by me or on my behalf, and delivered to the Certified Athletic Trainer. My revocation will be effective upon receipt, but will not be effective to the extent that requestor or others have acted in reliance to this authorization. I understand that the requestor will protect this information as prescribed by the Family Equal Rights Protection Act (FERPA) and that the information becomes part of the student's medical record. The information will be shared with the above listed individuals for the purpose of providing safe, appropriate, and least restrictive medical and athletic setting.

○ *Emergency Medical Treatment*

I give my permission to the FMS Staff to admit my son/daughter to a hospital, or to place my son/daughter under a physician's care in emergency situations when I cannot be reached to give my consent. I understand that neither the sponsor nor FMS is responsible for any medical expenses.

○ *Enforcement of School Policies*

I understand that by participating in the activity below that I will conduct myself with school appropriate behavior. I understand that I represent FMS and my actions should demonstrate the character and integrity of FMS. I acknowledge that school rules and policies are in place during this trip. Violations of rules and policies will result in double consequences per student handbook. By signing below, I understand the importance of appropriate behavior and the consequences that can ensue due to inappropriate behavior.

○ *Financial Responsibility*

I understand that neither the chaperone(s) nor Farmington Municipal Schools (FMS) is liable in the case of sickness, accident or injury while my son/daughter is a member of an athletic or activity team or event and participating in that activity.

○ *Hazing*

Hazing occurs when an act is committed against student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party for the purpose of initiating or affiliating with any school activity or organization.

Hazing includes, but is not limited to: any activity involving any risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities. Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to an unreasonable risk of physical harm. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature. Any activity that subjects a student to any level of embarrassment, shame, or humiliation, or which creates a hostile, abusive, and intimidating environment for the student. Any activity involving any violation of federal, state, or local law, or any violation of FMS, and athletic department policies and regulations.

Athletes, coaches, advisors, or students are responsible to report violations of the above to the Athletic Director or any other member of the FMS administrative team. Athletes who participate in improper behavior as described above are subject to suspension or removal from participation and will be referred to the School Resource Officer for a criminal investigation.

○ *Insurance Coverage*

I have health/accident insurance, which I consider sufficient to cover expenses/claims arising from any injury my child may experience while participating in any school activity, and will not hold the FMS responsible for payment of any medical expenses.

○ *Student Expectations*

I will abide by the training rules set up by the coach and by all rules contained in the school's Student Handbook and Athletic Handbook. I assume full responsibility for the athletic equipment and uniforms issued to me. I will inform the coach/athletic trainer/medical personnel if I am taking any medication, using any ointment, liniment, balm, or have a metal implant in my body before receiving therapy or treatment of any kind in the athletic training room.

○ *Student Code of Conduct*

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character." I therefore agree:

1. I will put forth my best effort when I participate in sports.
2. I will remember that I participate to have fun.
3. I will inform the coach of any physical disability or ailment that may affect my safety or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I will be a positive role model for my team, school, and community. I will encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of any athletes.
8. I will play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I understand that doing one's best is more important than winning, so that I will never feel defeated by the outcome of a game or my performance.
11. I will competing fairly and try hard so that I feel like a winner every time.
12. I will never ridicule or yell at a teammate, coach or other participant for making a mistake or losing a competition.
13. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for myself to win.
14. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place (minimum of 24 hours after event).
15. I will demand a sports environment that is free from drugs, tobacco, and alcohol and I will refrain from their use. I also agree that if I fail to abide by

the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- o Verbal warning by official, head coach, and/or school administration
- o Written warning
- o Suspension with written documentation of incident kept on file by organizations involved
- o Game forfeit through the official or coach

I understand that the above consequences are merely possibilities and that consequences for behavior unbecoming a FMS athlete or participant in extra-curricular activities is described in both the school policy handbook and the district policy handbook.

- o *Parent Code of Conduct*

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and

spectators with respect regardless of race, creed, color, sex or ability.

10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.

11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.

12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.

13. I will emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize games and competition in the lower age groups.

14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.

15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place (minimum of 24 hours after event).

16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.

17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or school administration
- Written warning
- Parental game suspension with written documentation of incident kept on file by organizations involved
- Game forfeit through the official or coach
- Parental season suspension

SIGNATURE PAGE FOR PARENT PERMISSION FORM

Your signature below indicates your agreement to abide by all the sections on this form including Acknowledgement of Injury Risk, Consent for Cognitive Testing (High School Sports), Consent to Participate, Consent to Release Medical Information, Emergency Medical Treatment, Enforcement of School Policies, Financial Responsibility, Hazing, Insurance Coverage, Student Expectations, Student Code of Conduct, and the Parent Code of Conduct

Contact Phone Number _____

Alternate Phone Number _____

Print Parent Name _____

Parent Signature _____

Print Student Name _____

Student Signature _____

Student Cell Phone _____

Date _____

Insurance Company _____

Policy # _____

Doctor _____

Doctor's Phone Number _____

Allergies _____



Dual Participation Understanding

Students may wish to participate in concurrent sports. Protocol is as follows:

1. Permission from both head coaches is needed. Provide the name of each sport.

 Sport 1

 Sport 2

2. The student must pick a "PRIMARY" sport that will take precedence over the other sport should conflicts of events occur.

Primary Sport _____

3. Communication between coaches of both programs, the participant, and the parent/guardian is vital. No party should assume that the other is aware of all requirements or needs of the other. As a dual sport participant, it is also the student's responsibility to inform all parties at least 1 week prior to any conflicts. If there is no notification prior to the conflict, consequences as a result of non-communication from either and/or both programs will not be questioned.

4. For conflicts, please refer to the FMS Athletic handbook to help resolve conflicting activities/practice under the sub-heading the Multi-Sport Athlete. However, for conflicting events in situations that two (2) sports are affected, the student will have an obligation to their primary sport first. (Protocol in the handbook makes reference to an athletic and co-curricular activity conflict)

5. To be eligible for post season, the participant must participate in at least 25% of the events for each sport. Example: Track has 10 events, must participate in 3 or more. Basketball has 26 events, must participate in 7 or more, etc.

6. Signatures required for all parties involved in this understanding.

Name of Student

Name of Parent/Guardian

Signature of Student

Signature of Parent/Guardian

Signature of Primary Sport Coach
Coach

Signature of Secondary Sport

Signature of Athletic Director

Copies need to be submitted to: Both coaches, parent/guardian, and athletic director

