

ALBUQUERQUE PUBLIC SCHOOLS

ATHLETIC HANDBOOK

Important Note: This handbook is accessible on the APS Athletic Department website. All revisions, corrections or additions will be posted regularly on the website. The website document will be considered current and takes precedence over any and all previously printed handbook editions. It is the reader's responsibility to refer to the document on the website for updates and new information.

Albuquerque Bulldogs
Atrisco Heritage Academy Jaguars
Cibola Cougars
Del Norte Knights
Eldorado Eagles
Highland Hornets
La Cueva Bears
Manzano Monarchs
Rio Grande Ravens
Sandia Matadors
Valley Vikings
Volcano Vista Hawks
West Mesa Mustangs

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I. INTRODUCTION

PHILOSOPHY AND PURPOSE OF AN INTERSCHOLASTIC ATHLETIC PROGRAM

The major goal of an interscholastic athletic program is the same as for any other educational program—to provide youth with the opportunity to develop to their maximum potential. In this case, the program provides for development of physical and mental skills through competitive athletics, which enhances students' personal and social skills. Competitive athletics generates a pride in achievement; an appreciation of team effort, hard work, and fair play; respect for rules of the game; and respect for the abilities of others. It should be noted that participation in athletic activities is a **PRIVILEGE** offered to and earned by students.

Interscholastic athletic programs are designed to give special opportunity for maximum development of athletic skills for physically gifted students. However, every student who is interested in athletics should have the opportunity to compete for positions on teams. The talented student is expected to give more and produce more because of that talent. An athlete gains a healthy respect for self and others and values diligence, achievement, and excellence. These are the positive reasons for providing a program of athletic competition.

A sound athletic program must be based on sound educational principles. Every activity sponsored and supported by the schools must be considered a phase of the educational process. If an athletic program does not serve positive educational goals, the expenditure of time and money is not justified. Athletics are an integral part of the total educational program. They are extracurricular only in the sense that they are assigned time outside of the students academic class schedule. The academic and athletic programs should be mutually complementary.

A coach should be a dedicated teacher who has a great influence on students. As a professional educator, the coach should set high standards and serve as a model for students. A coach has the responsibility to be a teacher first and a coach second. A coach should be a professional who works closely with the administration, fellow teachers, and counselors. A worthy coach will stress the importance of achievement in all endeavors as well as sports. A coach must work continually with the student body, parents, and general public to help them understand the relationship between the goals of education and interscholastic athletics.

As an educational endeavor, the teacher-coach identifies and strives to attain specified objectives through methods and techniques based on sound principles of learning.

OBJECTIVES OF ATHLETICS

1. Development of Physical Fitness: The most obvious objective of athletics is the development and maintenance of physical fitness. The student who participates in athletics under proper leadership will improve physically and mentally while learning activities that will maintain a high level of physical fitness. Many activities in their entirety carry over into adult life as vocations or recreational pursuits. Some activities do not, but the skills and attitudes developed contribute to continued fitness.
2. Development of Skills and Mental Alertness: A sport is a learning activity--the rules, the principles, the individual skills, and the cooperative effort. An individual learns to make decisions under stress--something that is frequently missing in adolescent experience. A student learns to think quickly and react to changing conditions. He/She learns to accept the consequence of his/her choices. The student learns that practice and discipline provides the resources to implement choices effectively.
3. Development of Personal Qualities: The coach through the interscholastic program encourages the participants to:
 - a. Develop self-pride
 - b. Identify with the team members and the school
 - c. Learn teamwork
 - d. Learn self-discipline in the acquiring of skills necessary to the sport
 - e. Learn to make decisions and operate under pressure
 - f. Respect the necessity for authority and the needs of the group
 - g. Succeed in the total educational academic program
 - h. Develop good sportsmanship and conduct
4. Development of Character through "Pursuing Victory With Honor": APS has adopted, in conjunction with the NMAA, the principles, values and common language of "Pursuing Victory With Honor". The

coach promotes and emphasizes character education through the development of: Trustworthiness, Fairness, Respect, Caring, Responsibility and Citizenship

II. ADMINISTRATION

RESPONSIBILITIES OF DISTRICT ATHLETIC OFFICE

1. Direct the interscholastic athletic program to conform to district policies, regulations, and guidelines.
2. Develop a budget adequate for the athletic program.
3. Act as control agent for district funds and monitor program budget.
 - a. Pay game officials.
 - b. Pay all support personnel for common facility sports and on-campus sports.
 - c. Assign and pay bus contractors for out-of-town transportation.
 - d. Develop and monitor regulations for travel in all sports.
 1. Make all out-of-town travel arrangements.
 2. Determine meal allowances and pay restaurants as per receipts submitted by school personnel. (Meal allocations and instructions are sent to each school principal, head coach, and athletic director prior to start of each season.)
 3. Approve all overnight trips and pay motels as per receipts submitted by school personnel.
 - e. Issue credit cards to designated school officials who, in turn, will issue and collect credit cards from coaches after each use.
 - f. In consultation with school personnel, purchase uniforms as per established rotation system.
 - g. Pay for end-of season cleaning and laundering of uniforms.
4. Develop and coordinate all athletic schedules.
 - a. Sign all contracts.
 - b. School personnel will be consulted in schedule development.
5. Investigate complaints, reports of infractions, and violations of rules and regulations via school administration/school athletic director.
6. Order equipment and supplies for all sports.
 - a. Establish standards for quality and quantity for equipment and supplies.
7. Assist and advise principals in the identification of coaching assignments and procurement of personnel.
 - a. School athletic directors and principals
 - b. APS Human Resource Department
8. Provide supervision and care for athletic facilities.
 - a. Establish minimum standards for athletic facilities.
 - b. Coordinate services of security personnel at athletic contest and facilities.
9. Assist commissioners and/or assignors in procuring officials for all sports. Work with commissioners and assignors and groups to facilitate payment.
10. Serve as a spokesman for the High School Athletic program.
 - a. Serve as a liaison with city, county, and community programs.
 - b. Serve as a liaison between APS and the NMAA.
 - c. Serve as a liaison between High School and the Greater Albuquerque Medical Association
11. Coordinate promotions for athletics
 - a. Passes (administrator, complimentary, coaches, support, media, chain gang) will be administered and distributed **ONLY** to authorized personnel through the District Athletic Office.

- b. The District Athletic Office will approve tickets, admission rates, special events, group sales, and corporate promotions **ONLY**.
 - c. Special events: organization and administration of special events throughout the district must have prior approval from District Athletic Office.
12. Coordinate marketing for athletics
- a. Corporate sponsors – event, sport-specific, facility, ticket
 - b. Scoreboards and signage – football stadiums, HS gymnasiums
 - c. Advertising, publications – program inserts, radio/television broadcasts
 - d. Award Programs (i.e. Male/Female Athlete and Coach Awards)

The corporate development and the marketing the Albuquerque Public Schools athletic program is the direct responsibility of the District Athletic Office. Coaches and/or booster clubs will not be permitted to operate independently without proper athletic administrative authorization.

DISTRICT ATHLETIC OFFICE FISCAL PROCEDURES

1. Credit Card Accounts:
 - Credit card receipts from school personnel will be forwarded to respective coordinator for review and approval. After approval, coordinator sends to appropriate clerical personnel for payment. Clerk will hold receipts awaiting credit card monthly billings. Clerk will match receipts to billing and initiate requisition for payment. **Receipts** must be provided by school or school will be responsible for payment.
 - Credit card receipts from District Athletic Office personnel will be authorized and may be reviewed by the Chief Operating Officer.
2. Payments for Support Personnel:
 - Payment will be based on report form submitted by each school to District Athletic Office. Requisition will be initiated by clerical personnel. Payments are to include applicable gross receipt tax, where appropriate.
 - Non-APS employees must submit IRS W-9 form and be assigned an APS vendor number by the accounts payable department.
3. Requisitions for Payment of Officials:
 - Stadium managers or schools will submit vouchers with signatures and addresses of the officials to the District Athletic Office/Officials' Association paymaster for payment.
4. Purchase of Supplies:
 - Requisitions will be submitted by the athletic coordinator to control agent for approval. The control agent copy will be pulled for encumbering (bookkeeping) purposes. This is important to maintain control of funds.
5. Preparation of Bids for Supplies, Equipment and Uniforms:
 - Supplies, equipment and uniforms for each sport may be purchased from a bid list prepared by respective specialist in consultation with appropriate school personnel. Items on list to be considered for bid will be reviewed by Athletic Office Staff before submitting to Purchasing Department for bidding.

RESPONSIBILITIES AND PROCEDURES FOR HIGH SCHOOL PRINCIPAL AND/OR DESIGNEE

1. Identify, supervise, and evaluate school athletic personnel. (i.e. athletic director, athletic trainer, employee coaches, volunteer coaches)

2. Manage and supervise on-campus games, according to district policies and procedures, with assistance from security personnel and District Athletic Office
3. Assist District Athletic Office event staff and security personnel with the supervision of spectators for common-facility sports
4. Assign and supervise support personnel for on-campus sports and submit appropriate records to District Athletic Office for payment. Appropriate forms are provided by the District.
5. Administration coverage: An administrator/designee is required to attend and provide necessary supervision and assistance at **all home varsity events**. Coverage of away varsity events is strongly recommended. It is expected that all students will be treated with respect and fairness while promoting and enforcing orderly conduct among all spectators.
6. Submit gate receipts monthly to District Athletic Office with appropriate records for reconciliation. The District Athletic Office will furnish forms, etc.
7. Credit Cards and Receipts (travel meals and motels only) - The school is responsible for issuing (before departure) and collecting cards (upon return). **Receipts and completed travel authorization are to be mailed immediately to District Athletic Office upon return.**
8. Participate with the District Athletic Office personnel in the development of policies and plans regarding the athletic program for approval by the Administration and/or the Board of Education.

REPORTING OF COMPLAINTS REGARDING VIOLATIONS OF APS AND NMAA RULES, REGULATIONS, AND POLICIES

Initial complaints must be reported to the school athletic director/school administration in writing (anonymous complaints will not be considered). Complaints may be communicated verbally and/or in written form between the administrations of the schools involved.

1. A school must submit a written complaint to the Athletic Department detailing any verifiable infraction, including specific, relevant acts. This letter will be sent and signed by the athletic director with a formal copy furnished to his/her principal.
2. The Athletic Department will send a written inquiry to the principal of the school named in the complaint. The inquiry will not identify the source of the complaint. This inquiry will require that the matter be investigated and resolved. The Athletic Department will be advised, in writing and in a timely fashion, of the findings and the action taken. Cases that appear unresolved will be referred to the Deputy for District Resources for possible district or NMAA action.
3. The school filing the complaint will be advised when the situation has been resolved to the satisfaction of the Athletic Department. The specific findings and action will not be provided in this response.
4. Violations of NMAA, APS school district or local school policies may result in disciplinary action including reprimand, suspension or dismissal at the principal's discretion. This also includes not upholding provisions as stated in job descriptions.

III. SPORTS MEDICINE

ATHLETIC TRAINERS/SPORTS MEDICINE PHYSICIANS

APS offers a sports medicine plan as a **COMPONENT** of the interscholastic program. This includes the services of a full-time certified/licensed athletic training staff along with the support of voluntary licensed medical physicians. **Athletic trainers will report directly to the principal and/or designee.**

In order to realize maximum benefits from the services of both physicians and athletic trainers, the program should not be perceived as a separate entity. Sports medicine is an integral part of athletics including the supervision of training and competition of student athletes.

Athletic trainers, with the aid of physicians from the Greater Albuquerque Medical Association (GAMA) Sports Medicine Committee, are responsible for PREVENTION OF INJURIES, TREATMENT, REHABILITATION, and ADMINISTRATIVE AND ORGANIZATIONAL PROCEDURES OF PROGRAM.

When a licensed medical physician is not present, the athletic trainer **will decide** when an athlete is able to practice, compete, or re-enter the game **and** is responsible for communication with school athletic director and head coach.

ATHLETIC MEDICAL INFORMATION

It is the responsibility of the athletic trainer* to insure that all prospective participants have completed all necessary athletic medical and participant forms (see below) and that all forms are on file in the training room. The athletic trainer will provide the coach with a **Release for Activity** (e.g. card, list) to include advisement of any special conditions (e.g. asthma, diabetes, etc.). Coaches will not allow athletes to participate without such release.

*Note – in special circumstances where the trainer is unavailable for several days (e.g. summer) a coach may allow participation after carefully checking medical and participant forms for completeness, special conditions, signatures, etc., pending the return to duty of the athletic trainer. In such circumstances, the coach accepts responsibility for an athlete's clearance for participation.

1. **MEDICAL EXAMINATION:** This physical can be obtained from any licensed health care provider. It is the intent of APS and the local medical association to provide quality pre-season medical examinations. If a financial need arises, the appropriate school authorities and GAMA will make every effort to provide a free examination for that student.
2. **MEDICAL HISTORY:** A student's medical history that has been reviewed by participant, parent, and physician is required.
3. **INSURANCE:** Student and parent shall provide information regarding coverage, which may be personal coverage or coverage by the APS contracted agent. **APS does not provide insurance.** Contracted agent insurance costs must be paid by the family. Insurance coverage is required by the NMAA before a student can participate in athletics.
4. **CONSENT TO PARTICIPATE:** Parental approval is required before a student is allowed to participate in a sport.
5. **AUTHORIZATION FOR MEDICAL SERVICES:** Student athletes are required to have an authorization for medical services form signed by parents/guardians. The same authorization form is acceptable for both in-town and out-of-town trips; however, head coaches are to have the signed forms in their possession on all out of town trips.
6. **PERSONAL MEDICATION NOTIFICATION:** Before treatment, participants should notify the athletic trainer concerning his/her use of any medication.
7. **ACKNOWLEDGMENT OF RISK:** The participant and parents/guardians should be notified of the inherent risk involved in physical activity and sport-specific activities.
8. In reference to #1 – 7 above, acknowledgement and verification is in the form of required signatures on the physical form.
9. **EFFECTIVE DATE:** A physical must be dated on or after April 1 to be current for the subsequent school year (i.e. April 1, 2008 for 2008-2009) and remains current until the first day of practice for fall sports 2009-2010.

RELEASE OF PRIVATE INFORMATION OF STUDENT ATHLETES

All schools and their representatives are expected to comply with both the Health Insurance Portability and Accountability Act (HIPAA) and the Federal Educational Records Privacy Act (FERPA) at all times. Under both regulations, the passing and/or discussing of a student athlete's private information, medical records, or health status may be cause for concern among those involved with the care of an athlete. Although a coach may not be a covered entity by definition, information shared with the coach may fall within the area of the concerned.

Albuquerque Public Schools Athletics advises the following:

1. The athletic trainer will act as the sports medicine liaison between the school and the treating physician while coordinating a detailed medical plan with the treating physician.
2. The athletic trainer will provide the head coach (or coach in charge) with information to assist in the care and duties of any medical condition involving an athlete when necessary.
3. In an attempt to protect the rights of student athletes, coaches are advised not to engage in third party conversations disclosing private information regarding a student athlete. This would include school administration, teammates, parent groups, and media outlets. Private information regarding a student athlete should only be discussed and shared when absolutely necessary and with those directly involved (i.e., coach, athletic trainer, and athletic director).
4. Any Information requested by post-secondary officials about a student athlete regarding a student athlete for recruiting information will only be released through written permission of the student athlete and parents/guardians.
5. A copy of the current physical may be provided to the parent and/or student following a written request.

INJURIES DURING COMPETITION OR TRAINING

Injuries designated **SIGNIFICANT** should be handled according to standardized methods. Significant injuries are designated such by the athletic trainers, coaches, school nurses, or physicians present at the time of the occurrence. A significant injury is **at least** the following:

1. Head injury resulting in a loss of consciousness, severe headaches, or prolonged amnesia, or bleeding from the ear or nose.
2. Knee injury resulting in a limp for more than 24 hours, swelling within the joint; dislocation of the kneecap or clinical instability.
3. Back injury resulting in leg pain, changes in bowel or bladder habits (frequency or urgency); blood in the urine; pain causing a loss of two practice sessions.
4. Neck injury resulting in recurrent shoulder or arm pain; spasticity in legs; pain causing loss of one practice session.
5. Pulmonary conditions resulting in prolonged cough, wheezing or blue skin color.
6. Serious medical illnesses resulting in weight loss, jaundice or prolonged fatigue.

Students who have been under the care of a licensed medical physician for any injury or illness shall present a written statement **from the attending physician** to the school athletic trainer stating diagnosis and guidelines for return to activity.

SPORTS SAFETY

It is a requirement to communicate to all student athletes the risks of severe bodily injury inherent in sports. This responsibility can be fulfilled by exercising reasonable care for the protection of athletes. Providing proper conditioning and instruction in the necessary individual techniques as well as game participation skills will generally satisfy this responsibility.

STEROIDS AND DIETARY SUPPLEMENTS

1. Steroids. Due to the nature of performance enhancement, serious health dangers, and detection issues, these controlled substances warrant additional coach/student/parent education and surveillance. A concise education program should be coordinated by the athletic trainer with assistance from the athletic director to insure that coaches, student-athletes, and parents are aware of the dangers and signs.
2. Supplements. Dietary supplements unregulated by the FDA (e.g. creatine, excessive caffeine, etc.) may contain potentially harmful ingredients. APS subscribes to the National Federation of State High School Associations' position: "All student-athletes and their parents/guardians should consult with their physicians

before taking any supplement product. In addition, coaches and school staff should not recommend or supply any supplemental product to student-athletes.”

LIGHTNING SAFETY ISSUES

Lightning is especially dangerous in New Mexico. If it is seen or heard any where at any time it is cause for concern and monitoring.

1. 30-30 Standards. In keeping with NATA guidelines, play should be suspended and all participants and fans in safe shelter when the “Flash-Bang” count is 30 seconds (approximately 6 miles) or less, and resumed 30 minutes following the last strike.
2. Safe Shelter. The safest shelter is a fully enclosed, substantial building with plumbing, electricity, and telephone. The next safest is a fully enclosed vehicle with a metal roof and the windows closed. At any game, if play is suspended and the field is cleared, please assist in the access of safe shelter for participants (open locker areas, buildings, etc.). If possible, clear spectators from non-sheltered areas with a PA announcement.
3. Authority. Game officials and game management have joint authority to suspend or postpone play due to weather conditions. Please consult often with officials and the Athletic Trainer, when present, when ever-changing conditions are evident. It is the responsibility of the school Athletic Director and/or designee to monitor weather conditions at school sites (i.e. on-campus events, practices, etc.).
4. Lightning Detectors. Stadium managers and athletic trainers should carry and use electronic lightning detectors. All APS Athletic Trainers have complete access to electronic lightning detectors. They are encouraged to carry the detector as part of their routine training equipment.
5. Information. For complete information regarding lightning safety, see the “NATA Position Statement: Lightning Safety for Athletics and Recreation.” Also included are guidelines set by the NFHS on handling contests during lightning disturbances.

OTHER SPECIFIC REQUIREMENTS

1. Coaches will include in their practice plan an adequate amount of time for instruction regarding the risks of bodily injury in that particular sport. This will be done at the beginning of each sport season and as the need arises during the season.
2. It is the responsibility of the coach to report to the school administration those athletic facilities or equipment in need of repair.
3. It is the responsibility of the school athletic director and the athletic trainer to provide coaches with an emergency protocol when the athletic trainer is not immediately available or is not on site.

WRESTLING WEIGHT CONTROL POLICY

Reference: NMAA Rule 7.23.1.F

It is the responsibility of the head coach in conjunction with the athletic trainer to ensure compliance with all NMAA weight management policies.

ATHLETIC TRAINER COVERAGE EXPECTATIONS

1. **Duty Day.** A standard contract includes .4 FTE (2 periods) paid from athletic operational funds and .6 FTE (3 periods and a prep) paid from school allocations, for a total of 6.5 hours daily.
 - A. "Release Time" (.4) is given in consideration of staffing regular training room hours. On school days this is to be from the time school ends until approximately 5:30 PM or follow the hour at which most after school practices have ended.

- B. In consideration of evening event coverage, the reporting time will be delayed 2 periods in the morning whenever possible.
- C. The Athletic Trainer is required to post regular training room hours on a daily/weekly basis.
- D. Athletic training event coverage will be available a minimum of thirty (30) minutes prior to the beginning of the event.

2. **Differential.** The differential shall cover the following assignments:

- A. All varsity football games, home and away.
- B. Off-campus events assigned on the district schedule.
- C. On-campus varsity, jayvee, and "C" team events where the host school is participating.
- D. Weekend Coverage: The training room may be staffed for rehabilitation and treatment as needed for a period not to exceed that equal to a normal after-school practice. The schedule will be designed to best meet the needs of all programs with consideration given to the program with the greatest need. A reasonable work schedule for the trainer and staff will also be applied. The trainer will inform coaches of routine and emergency treatment responsibilities.
- E. Summer vacation prior to the beginning of the teaching contract. A schedule that approximates a regular teaching duty day of (6.5 hours) will be established. The schedule will be designed to best meet the needs of all programs with consideration given to the programs with the greatest need and follow work schedule of the trainer and staff
- F. Thanksgiving recess: The athletic trainer will provide coverage for football play-off teams. The athletic trainer will inform winter sports coaches of training room hours, if any and of routine and emergency treatment responsibilities.
- G. Winter recess: The athletic trainer will provide coverage for all APS scheduled events during the winter recess. The trainer will inform winter sports coaches of training room hours, if any, and of routine and emergency treatment responsibilities. Additional compensation as event support personnel will be provided by the APS Athletic Department. It is the host school athletic trainer's responsibility to ensure coverage for all events.
- H. Spring recess: The trainer will provide coverage for all APS scheduled events during the spring recess. The trainer will inform spring sports coaches of the training room hours, if any, and of routine and emergency treatment responsibilities. Additional compensation as event support personnel will be provided by the APS Athletic Department. It is the host school athletic trainer's responsibility to ensure coverage for all events.
- I. Other school holidays (Labor Day, Election, MLK, etc.): The trainer will provide coverage for all APS scheduled events. The training room will be staffed for rehabilitation and treatment as needed for a period not to exceed that equal to a normal after-school practice. The schedule will be designed to best meet the needs of all programs with consideration given to the program with the greatest need. A reasonable work schedule for the trainer and staff will also be applied. The trainer will inform coaches of routine and emergency treatment responsibilities.

3. **Additional Items**

- A. **Teaching day assignments:** When trainers are scheduled for events which conflict with the teaching assignment, a substitute will be assigned. Unless the trainer uses personal leave, they will not be paid in addition to the substitute being provided. APS will pay for the substitute for APS sponsored events. Substitutes will not be provided for athletic trainers working non-APS events. It is the responsibility of the athletic trainer to provide classroom coverage.
- B. **Tournaments.** All APS Sponsored tournaments will be assigned to the home athletic trainer. Pay for tournaments shall be when the school hosting the tournament is not in the tournament.
- C. **NMAA District Events.** As determined by each district and its member schools. See specific district handbook for pay rates.
- D. **State Event Coverage Assigned by State Association.** Pay for state events will be through the NMAA.
- E. **Support Personnel Assignments:**

1. When the trainers are assigned to events not covered above they shall receive support personnel payments.
2. APS and NMAA support payments to be determined jointly with athletic trainers. Consideration will be given to the professional requirements for athletic trainers versus other support staff and to rates paid to event supervisors.

IV. ELIGIBILITY

Eligibility guidelines apply to all student-athletes' participation in school-sponsored activities throughout the year. It is also recommended that all guidelines be met by students in non-school sponsored programs (e.g. summer participation) to limit the coach's personal liability.

Refer to NMAA Handbook – Section VI for all interscholastic eligibility guidelines and requirements.

1. **APS Local School District Options.** The following note the local school district options to NMAA by-laws chosen by APS through recommendation of APS high school athletic directors and subsequent approval by the APS school board.
 - a. APS chooses to restrict eighth grade students from participating at the high school level at all APS schools. While eighth grade participation is allowable at the high school level under NMAA guidelines, APS elects to limit all eighth grade participation to the middle school level.

V. PARTICIPATION AND COACHING

IN-SEASON PARTICIPATION AND COACHING

These guidelines, in addition to the general eligibility guidelines, apply to all students during the regular season (first official day of practice through the state championship event).

1. **Team Selection and Free Choice.** An eligible (NMAA and APS) student has the right to try out for any sport and be evaluated on merit and performance. Selection of team members shall not be made on any basis other than ability and compliance with regulations established by the NMAA and the APS Board of Education. A student shall have free choice of sports with out dictation or coercion.
2. **Quitting a Sport.**
 - a. **Commitment.** Having selected a sport, a student athlete shall not quit the sport in season to try out for another sport or take part in an off-season program, until the sport in season terminates. Exceptions may be made at the discretion of the principal.
 - b. **Quitters Lists.** A student who drops out of a sport shall not be subjected to ridicule or embarrassment. No quitter's list of any description shall be kept or displayed.
 - c. **Booster Club Issues.** See Parent Organizations and Booster Clubs, page 22-23.
3. **Practice Sessions.** These are vital for both the student-athlete and the team. It is for this reason that the student-athlete must meet all attendance requirements designated by school and program policy. There are extenuating circumstances, which may prevent a student from being present at all sessions. It is the responsibility of the parent to notify the coach prior to an absence and to present valid reason for non-attendance.
4. **Pre-Competition Practice.** Fall sport athletes must have 10 days of practice prior to competition. Winter/Spring sports must have 5 days of practice unless they participated in the most immediate previous season. Up to 5 days may be waived for participation in an athletic class.
5. **School and Religious Holidays.** Students missing practice/events during school designated and recognized religious holidays will not be penalized.

6. **Cancellation of Activities.** No practices are to be held when school has been closed or cancelled. All scheduled athletic events are also postponed.
7. **Class Attendance.** In order for students to participate in an athletic activity, they must attend classes the day of the contest up to departure time. Unusual circumstances will be handled on an individual basis with the school administrator.
8. **Travel.** Parents(s), guardian(s), and student will assume all legal responsibility for the personal safety and actions of the student while the student is traveling to and from practices and games when transportation is not provided by APS.
9. **Moving Up.** In football, once a 9th grader is moved up to JV or Varsity level competition, he/she cannot be returned to the freshman team.
10. **Senior Participation.** Seniors participating and/or competing at sub-varsity levels in all sports is discouraged. If a coach wishes to play a senior athlete on a sub-varsity level, permission must be granted by the principal and/or school athletic director.
11. **Dual Participation.** See **NMAA Handbook – Section 6.10.2**
12. **Sunday Practices.** Sunday practices or meetings of any kind are prohibited. Exception: High school varsity teams involved in NMAA District or State Tournament games scheduled on Monday may hold a practice on Sunday, not to exceed 60 minutes and beginning after 12:00 noon. All practices must be approved, in advance, by the school principal/athletic director and the APS District Athletic Office.
13. **Additional Requirements.** The school may establish additional rules and regulations, which must be approved by the principal and distributed to the students in writing. These regulations must conform to the philosophy and purpose of the interscholastic athletic program adopted by the Board of Education.

OFF-SEASON PARTICIPATION AND COACHING

These guidelines apply to periods during the school year, but outside the regular season (first official day of practice through the state championship event). For further interpretation or information, contact the NMAA.

1. **Regulations for Off-Season Programs (re: NMAA Rule 7.8).**

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

 - a. **Athletic Period.** For the purpose of interpretation of #1 above, APS extends the definition of athletic period to include any physical education or activity class whose role, objectives, and activities clearly supplement an athletic team/program.
 - b. **Coaches.** A coach is defined as any member (head, assistant, volunteer) of that sport's coaching staff.
 - c. **Before/After School Programs.** A school may have an athletic period in one sport, and a before or after school program in another. An individual may not participate in both the athletic class and a before or after school program.
 - d. **Open Gym.** "Open gym" refers to an allotted time outside of regular school hours, that is open to **ALL** students and supervised by appropriate staff with absolutely **NO** instruction. Participants must meet all NMAA/APS participation requirements. "Open gym" also applies to outdoor activities.
 - e. **Off-Season Football.** In off-season football, the following equipment is prohibited by NMAA guidelines: helmets and other individual protective equipment.
 - f. **Dressing Time.** The class period length is inclusive of dressing time.
 - g. **Weekends/Holidays.** Participation on weekends/holidays is not permitted.

- h. **Facility Supervision.** Coaches may supervise gyms for non-school sponsored activities, but may not direct, coach, referee, or transport students.
- i. **Eighth Graders.** Coaches are not allowed to work with 8th graders during the off-season athletic period which includes before or after school or on weekends. (APS)
- j. **Eligibility.** Participants in after-school off-season programs are subject to all eligibility and participation requirements.
- k. **Voluntary.** Participation in off-season programs shall be voluntary. A student will have the right to try out for a team at the beginning of the regular season regardless of participation in off-season or pre-season sessions. (APS)

APS POLICY – SUMMER ATHLETIC PROGRAMS (re: NMAA Rule 7.9)

Application: Summer programs are restricted to the period between the end of the second semester and the beginning of the first semester of the following school year, or until the official practice season for that sport begins, whichever comes first.

1. **NMAA 7.9 -- Philosophy Regarding Summer Programs:**
 - a. **Educational value:** The same educational goals that are encompassed by the NMAA objectives must be incorporated
 - b. Students must be given the opportunity to participate in multiple activities (sports, family, recreational, etc.) It is the responsibility of the local school district to provide time for students to participate in family activities.
 - c. Physical fitness.
 - d. Participation must not be restricted by financial status of the student.
 - e. Participation in a summer program cannot be a requirement for participation in the regular sports season.
 - f. State generated funds or gate receipt monies cannot be used to finance tuition, fees, meals and lodging or fuel costs for such summer programs (summer camps, summer recreation programs, etc.) for coaches who are, have been or will be employed by the school and/or players or prospective players.
 - g. Equipment such as but not confined to helmets, pads, etc. in any sport is prohibited in the off-season summer camps or summer recreation programs.
2. **APS Summer Program Policy:**
 - a. Must meet the NMAA Philosophy as stated in NMAA 7.9 (see above).
 - b. Reflect an emphasis on development of each individual's skills, fitness, etc. rather than a focus on team practice, performance, achievement, etc.
 - c. Coaches are required to coordinate and cooperate to accommodate the best interests of the student, including school and non-school programs, team and individual activities, and family commitments.
 - d. APS does not fund or sponsor off-campus/extramural activities in the summer. Guidelines are intended to establish safe and reasonable participation that interfaces with on-campus summer and school year activities.
 - e. A non-school program (legitimate insurable entity) where less than 100% of a normal team is from the same school (e.g. basketball – 4, baseball – 8) is considered an individual activity and not subject to these guidelines. The role or involvement of coaches has no bearing on the status of individual activities.
3. **On-Campus/Intramural Activities:**
 - a. Activities such as coaching/instruction, fitness, open gym/field/weight room, one school only.
 - b. 600 minutes per week – no carry over (each week starts with a 600 minute limit).
 - c. No meetings of any kind on weekends or holidays are permitted.
 - d. No inter-school competition, no prohibited equipment (football helmets/pads, etc.).
 - e. Eligibility required: physical, residence or approved transfer, incoming grades 9 - 12.
4. **Off-Campus/Extramural Activities:**
 - a. Activities such as team camps, B-Legion baseball, more than one school participating.

- b. A legitimate non-school sponsor that is an insurable entity (AAU, Am. Legion, Recognized Booster Club, etc.).
 - c. Transportation should meet NMAA/SDE/APS guidelines (see APS Athletic Handbook – Transportation).
 - d. Eligibility required: scholastic, physical, residence or approved transfer, incoming grades 9 - 12.
5. **Approval of the Athletic Director and/or Principal:**
- a. Description of the program(s) must be submitted
 - b. Program(s) must be approved by the school AD and/or Principal
 - c. Number of contests not limited unless designated by the school AD and/or Principal
6. **Violations:**
- a. Reports/referrals to School Administration, APS, NMAA District, NMAA.
 - b. Sanctions in the form of appropriate personnel action and/or program limitations.

SUSPENSION OF EXTRA-CURRICULAR PRIVILEGES

Refer to APS Student Behavior Handbook

EXTRA-CURRICULAR SUBSTANCE ABUSE AND TOBACCO POLICY

Refer to APS Student Behavior Handbook

APS DATES FOR FIRST OFFICIAL PRACTICE FOR REGULAR SEASON PLAY

Refer to NMAA Handbook

FALL SPORTS:

Cross Country, Football, Soccer, Volleyball
Golf

WINTER SPORTS:

Swimming & Diving
Basketball and Wrestling

SPRING SPORTS

Baseball, Golf, Softball, Tennis, Track

***NOTE:**

End of season is defined by the NMAA (7.2.8) as follows:

- a. A team/individual does not qualify for play-offs.
- b. A team/individual is eliminated from play-offs. (Non-varsity seasons end with the team's last event.)

VI. SCHEDULING

APS HIGH SCHOOL ATHLETICS SCHEDULING GUIDELINES

1. If possible, schedule non-conference games during first part of the season.
2. Schedule **APS** (non-conference) teams to fill in remainder of schedule.

3. Consider scheduling local non-APS teams for non-conference games.
4. Consider scheduling teams outside Albuquerque that do not require extensive travel such as Belen, Los Lunas, Grants, Moriarty and Santa Fe.
5. Schedule New Mexico teams not referred to above when conflicts exist, or other circumstances suggest that this is a preferred approach.
6. No travel out of state.
7. Overnight Travel - financial and supervision issues dictate that overnight travel be scheduled only when necessary. Situations that merit consideration for overnight stay will be determined by the District Athletic Office.
8. Return from Tournament Play (away from Albuquerque). Teams competing in Tournaments are expected to return home after being eliminated. Budget limitations do not permit allowing teams to remain at the tournament through the championship game.

POSTPONEMENT OR CANCELLATION OF ATHLETIC CONTESTS

1. APS Common Facility Sports (Milne, Milne II, Wilson, Soccer Complex) and APS City Tournament and Invitational Events
 - a. Postponement or cancellation of any athletic contests because of **INCLEMENT** weather or playing conditions/facility problems will be determined and announced by the District Athletic Office.
2. On-Campus Sports
 - a. Postponement or cancellation of any athletic contests because of **INCLEMENT weather or playing** conditions/facility problems will be the responsibility of the **home school principal or designee and coach.**
 - b. **DIRECT PERSONAL** call/contact with the **visiting coach, assignor/officials, District Athletic Office and announcement** of postponement or cancellation is the responsibility of the **home school principal or designee and coach.**
 - c. As soon as possible after any postponement, the home school principal or designee and coach should consult with the visiting coach to arrange make-up date and time. The home school principal or designee and coach will then notify the official assignor and the District Athletic Office.
3. **Requests for final schedule changes for reasons other than inclement weather or playing conditions/facility problems must be requested by the school athletic director. Due to the potential communication and scheduling problems approval of changes will be limited.**

VII. PERSONNEL - COACHES

FALL SPORT HIGH SCHOOL COACHING ALLOCATIONS

<u>SPORT</u>	<u>COACHING POSITION</u>	<u>LEVEL</u>
Cross Country (Boys & Girls)	Head <i>(Volunteers – 1/Gender, 2 Total)</i>	Varsity
Football	Head Assistant Assistant Assistant Assistant Assistant Assistant <i>(Volunteers – 1/Level, 3 Total)</i>	Varsity Varsity Varsity JV JV Freshman Freshman
Soccer (Boys)	Head Assistant <i>(Volunteers – 1/Level, 2/Club, 4 Total)</i>	Varsity JV
Soccer (Girls)	Head Assistant <i>(Volunteers – 1/Level, 2/Club, 4 Total)</i>	Varsity JV
Volleyball	Head Assistant Assistant <i>(Volunteers – 1/Level, 3 Total)</i>	Varsity JV C

WINTER SPORT HIGH SCHOOL COACHING ALLOCATIONS

<u>SPORT</u>	<u>COACHING POSITION</u>	<u>LEVEL</u>
Basketball (Boys)	Head Assistant Assistant <i>(Volunteers – 1/Level, 3 Total)</i>	Varsity JV C
Basketball (Girls)	Head Assistant Assistant <i>(Volunteers – 1/Level, 3 Total)</i>	Varsity JV C
Swimming (Boys & Girls)	Head <i>(Volunteers – 1/Gender, 2 Total)</i>	Varsity
<i>*Swimming coaches must have Red Cross Lifeguard Training certificate.</i>		
Wrestling	Head Assistant <i>(Volunteers – 2/Club, , 4 Total)</i>	Varsity JV

SPRING SPORT HIGH SCHOOL COACHING ALLOCATIONS

<u>SPORT</u>	<u>COACHING POSITION</u>	<u>LEVEL</u>
Baseball	Head Assistant <i>Assistant</i>	Varsity JV C
	<i>(Volunteers – 1/Level, 3 Total)</i>	
Golf (Boys & Girls)	Head <i>(Volunteers – 1/Gender, 2 Total)</i>	Varsity
Softball	Head Assistant <i>(Volunteers – 1/Level, 2/Club, 4 Total)</i>	Varsity JV
Tennis (Boys)	Head <i>(Volunteers – 1/Level, 1 Total)</i>	Varsity
Tennis (Girls)	Head <i>(Volunteers – 1/Level, 1 Total)</i>	Varsity
Track (Boys)	Head Assistant Assistant <i>(Volunteers – 1/Level, 3 Total)</i>	Varsity JV JV
Track (Girls)	Head Assistant Assistant <i>(Volunteers – 1/Level, 3 Total)</i>	Varsity JV JV

COACHES' EMPLOYMENT PROCEDURES

1. All coaching personnel **must** be licensed by the State Department of Education in accordance with SBE Regulation #92-4.
2. All coaching vacancies must be posted district-wide for a minimum of 10 days.
3. Principals **must** use the approved APS Human Resources process for selecting head coaches, athletic directors and athletic trainers. This process would be the same as hiring teachers. It is the school principal's decision as to whether the principal wants to use a committee or do the interviews and selection alone. Note to Principals: Please contact the secondary staffing specialist or assistant staffing specialist for guidance.
4. **Full-Time Employee Coaches**
 - a. Regular, full-time employees of APS
 - b. Must be licensed per SBE Regulation #92-4
 - c. Once selected by the principal must be submitted on coaching allocation form or change form to the Human Resources Department (copy to the District Athletic Office).
 - d. Payment will be made in regular payroll.
5. **Part-Time Employee Coaches**
 - a. Not a regular, full-time employee of APS
 - b. Must complete the application with Human Resources

- c. Must be licensed as per SBE Regulation #92-4
- d. Once selected by the principal:
 - 1. Must complete the employment process, physical, etc.
 - 2. Must be submitted on coaching allocation form or change form to the Human Resource Department (forwarded to the District Athletic Office).
- e. Upon completion of the season, the principal submits an employee memorandum to human resources for payment on a one time payroll (employment process must have been completed).

6. Volunteer Coaches

- a. Authorized at the discretion of the principal, one volunteer per team level.
- b. Serve under the direction and supervision of the head coach.
- c. Must serve in assistant roles under the direct supervision (physically present) of an employee coach due to liability implications (exception - club teams).
- d. Must be licensed as per **SBE** Regulation #92-4.
- e. Must execute a volunteer contract, furnish copy to APS.
- f. Must be recorded on school coaching allocation information.
- g. Compensation/honoraria not to exceed assistant's pay scale. Volunteer coach is responsible to report for tax purposes.

7. Non-Exempt (FLSA) APS Employees

- a. APS Policy precludes most of these individuals from consideration for paid and volunteer coaching positions.
- b. Contact APS Human Resources Department for interpretation and exceptions.

VIII. FUNDING

FUNDING OF ATHLETIC PROGRAM

The responsibility of providing the necessary funds to support the athletic program lies with the Board of Education and the APS administration. Some of the funds to meet expenditures are allocated in the District's operational budget; however, the Athletic Office relies heavily on resources from gate receipts. Recognizing that budget allocations and gate receipts are inadequate to meet the total cost of athletics, the categorical expenditures are to be handled as follows:

- 1. District Provided. APS provides out-of-town transportation, limited in-town transportation, meals and lodging, uniforms, supplies, equipment, officials, support personnel, coaching salaries for paid allocations, and other TBD.
- 2. Booster Clubs/School Fundraising. Awards, banquets, supplemental equipment, supplies, uniforms, and other TBD. Any supplies, uniforms and/or equipment purchased with booster club or school activity funds for team athletic use become property of APS and are to be included on all future requested inventories.

The following guidelines also apply:

- 1. Pay to Play. School programs and booster clubs will not be charging individual students or families for the right to participation in district funded sports programs. This includes mandatory booster club membership dues as a condition of participation. (See Parent Organizations and Booster Clubs, page 22-23.)

2. Coaching Honoraria. Booster club payments to volunteer coaches will not exceed the amount of compensation paid by the district for corresponding allocated/paid positions. All APS employees are to be paid through the APS Payroll Department.
3. Coaching Bonuses. Booster clubs will not be providing supplementary cash compensation to coaches paid by the district. Inexpensive gifts and/or certificates are not precluded.
4. Camps and Clinics. All camps and clinics must be conducted through appropriate booster/school/district procedures. Employees must not to handle booster club monies. Non-booster club fees must be deposited into school activity accounts. Other enterprise activities must follow district procedures for facilities use. APS Risk Management offers an inexpensive supplemental coverage for sports camps where fees are deposited in school accounts or where fees go into booster club accounts and that booster club has filed current financial statements.

OVERNIGHT ATHLETIC TRIPS

Cost and supervision issues limit overnight athletic trips. Arrangements for all athletic events that require overnight accommodations will be provided by the APS Athletic Department. Booster Clubs and individual schools are not allowed to plan, finance or provide additional funding for overnight athletic trips.

PARENT ORGANIZATIONS AND BOOSTER CLUBS

Historically, student activities have been financed from operational resources, which were frequently limited or inadequate. Through various groups, parents have provided needed interest, support, and resources, which supplemented the programs. Precautions must be taken not to extend activities into areas, which create conflict within the school community and existing educational philosophies. Groups should not commit the school community to activities, which impinge on instructional time or require inordinate amounts of time, effort, or money. **It is essential that activities that use the name of the school or implied support of the school or the district adhere to the policies, procedures and financial safeguards normally expected of public bodies.** For the protection of the groups and the schools, adherence of all parent groups is necessary.

School personnel must ensure that the guidelines are adequately distributed and implemented. Booster clubs are to function under the guidance and direct supervision of the head coach, school athletic director and principal. In the event that a booster club is dissolved, all monies may be immediately transferred to a school activity account.

An organization of parents or community leaders affiliated with a school shall develop a constitution and/or bylaws. Those documents shall be approved by the principal, in writing, and be filed in the principal's office. The document shall contain the following:

1. The name of the organization.
2. The objective of the organization.
3. Eligibility for membership and membership enrollment procedures.
4. Officer selection, election procedures, and duties of each officer.
5. Principal or designee shall serve as an ex-officio officer of the organization.
6. Specific fiscal auditing and accounting procedures established by each organization with an end-of-year financial statement presented **to the Principal by July 1st**. Any disbursement from a booster club account must require the signature of two persons, other than coaches, designated by the membership in accordance with accepted practice.
7. The statement: "This organization will abide by all School Board and administrative policies and procedures."
8. Business shall be conducted in open meetings, with adequate notification of all meetings to all members and summary of proceedings kept. A copy of the summary of proceedings should be on file in the principal's office within one week of all meetings.
9. Any activities or fund-raising projects initiated by the organization and which involve the use of the name of the school must be proposed, in writing, and be authorized by the principal before the activity commences or any final arrangements are made.
10. Members of the faculty/staff (i.e., sponsors) may not be involved in the financial end of the organizations/clubs in anyway, i.e., they may not order items, collect monies, or sign checks for the organizations/clubs. They are not to be involved in sales in any way.
11. See Extracurricular Activities Handbook Section XV, page 15 for additional information.

****NOTE:** Athletes who quit a sport or do not finish the season “in good standing” are not entitled to refunds from booster club accounts. Any refunds are at the discretion of the booster club.

SCHOOL FUND RAISING/ACTIVITY FUNDS

All fund raising and expenditures that are not sanctioned by a recognized booster organization must comply with all fiscal and accounting procedures for activity funds as outlined in the APS Extracurricular Activities Handbook, page 6.

IX. TRANSPORTATION

TRANSPORTATION OF ATHLETES BY COACHES

Staff members should be advised that they are **personally** responsible and liable for any situations which may arise as a result of their transporting athletes to or from practices and/or games. Athletic staff should **not** transport students except in cases where failure to do so would be considered inadequate supervision. In such cases, staff members must be personally insured, and exercise reasonable caution.

METHOD OF TRANSPORTATION

The District provides round trip transportation for all out-of-town contests. This is the only method of transportation allowed. An exception (see below, Part B, 1) may be made provided the parent meets all requirements with proper documentation prior to the trip.

Authorized number of student athletes plus managers, coaches, and trainers constitute the normal travel group. If necessary, administrative personnel or the principal’s designee may travel with the team. On a space available basis, the principal may allow cheerleaders and their sponsor to travel on the same bus with an athletic team. **All others** are prohibited from riding in a bus transporting an APS athletic team.

APS ATHLETIC TRANSPORTATION POLICIES

- A. APS does **not** provide transportation to athletic practices and events within the areas of the APS district, Rio Rancho, and soccer complex (Bernalillo).
 - 1. Exception – Football (all levels) to stadiums (equipment issues).
 - 2. Exception – Schools may request one (1) bus at athletic department expense either one way or round trip to Rio Rancho and soccer complex (time/travel issues).
 - 3. Exception – Schools or boosters may provide transportation one way or round trip within APS at their expense (negotiated rates).

- B. APS does provide transportation with school bus and commercial contractors to athletic events outside the areas of the APS district, Rio Rancho, and soccer complex. All participants are required to use this transportation to **and** from events.
 - 1. Exception – when circumstances indicate a parent should transport the student one way (reasonable educational or family commitments). Parent must request permission to transport their student from the school principal in advance of the trip using the APS Athletic Parental Transport Release Form. Approvals will be **limited** and based upon safety, supervision, educational impact, team building, etc.
 - 2. Exception – when one passenger vehicle with a non-student adult driver can be used. A written request shall be submitted to the principal for approval including APS Form INS-72E “Notification of Responsibilities and Liabilities when Transporting Students”. The use of passenger vans (9 passengers or greater) to transport students is not authorized.

- C. The district liability insurance does not cover the use of private vehicles to transport students to athletic events. Therefore coaches are advised not to transport students and that they are **personally** responsible and liable for any situations that may arise as a result of their transporting athletes to or from practices and/or games. Under any circumstances, staff members must be personally insured and exercise reasonable caution.

1. Exception – cases where failure to do so would be considered inadequate supervision (e.g. leaving students unattended).

D. Rates, Providers, Conditions of Use – See APS ATHLETIC TRANSPORTATION GUIDELINES (document, revised annually)

X. ADMISSIONS

1. General Policies:

- Pre-school Children admitted free when accompanied by parent
- Student Admission extended to elementary, M.S., and H.S. students
- High School Students must present a high school I.D. for student admissions
- Senior Citizens must present proof of age, 62 and over

2. Regular Admissions

- Varsity Football – Ticket Prices
 - Adults \$4.00
 - Students and Senior Citizens \$2.00
- All other Sports/Levels – Ticket Prices
 - Adults \$3.00
 - Students and Senior Citizens \$2.00
- Complimentary tickets
 - Issued by District Athletic Office for one event use – all sites/levels

3. Passes and Privileges

- Passes and privileges are extended as a matter of courtesy subject to proper use
- Proper use includes presentation to gate personnel and display (stadium badges)
- Proper use includes adherence to all APS District and Athletic policies
- Passes are good only for the individual(s) to whom the pass is issued
- Passes are good only for APS sponsored regular season/tournaments
- Improper use may result in forfeiture of the pass/privileges

4. District Passes – Issued by the District Athletic Office

- Coach/Administrator/Complimentary Passes
 - Coach passes issued for **all** coaching positions including athletic trainer, cheer & drill sponsors/coaches
 - Administrator passes issued for administrative personnel with supervisory and/or regulatory responsibilities (e.g. high school principals, assistants, athletic directors, activities directors, deans, cabinet level personnel, appropriate directors, etc.; other PSE/MSE upon request)
 - Complimentary passes issued to present and past significant athletic program contributors and colleagues (band directors, board of education members, state legislators, stadium managers, major contributors/corporate partners, non-APS athletic directors, etc.)
 - Good for all APS sponsored events - all schools
 - Entitle the holder to personal admission and 1 guest - 2 total admissions
- School Complimentary Pass
 - Available from the High School Athletic Director
 - Issued at the discretion of the HS Athletic Director (e.g. student government leaders, school media personnel, discretionary non-school staff)
 - Used for APS sponsored events **involving the issuing high school ONLY**
 - Entitle the holder to personal admission ONLY

5. Stadium Passes

- Available from the Stadium Pass Gatekeeper – sign in & I.D.

- Good for APS sponsored regular season games at Milne and Wilson Stadiums
 - Areas of access and conditions of use detailed on the back
 - Must be prominently displayed
6. Sign-in Complimentary Admissions for Press, Visiting Team Personnel, Scouts
- Must present an organizational I.D. and picture I.D., sign-in
 - Personal (1 only) admission
 - Includes all working press (print, electronic, school, etc.)
 - Participating, visiting, non-APS school supervisors (principals, A.D.'s, etc.)
 - Non-APS employee coaches attending in a scouting capacity

7. Privileges

- All school faculty/staff **with a current school photo ID** will be admitted free to any event their school is participating in (i.e. DNHS math teacher to DNHS/EHS basketball contest; WMHS custodian to WMHS/HHS football game). Personal (1 only) admission.
- Cheerleaders, drill team, band members, of the participating schools will be admitted free when in uniform
- Athletes in other levels of the same program will be extended free admission to their games when identified by a member of the coaching staff, generally 15:00 prior to game time at the pass gate.
- Athletes in non-participating programs are not admitted free (i.e. SHS football to Cibola vs. Valley football; RGHS boys basketball to Rio vs. AHS girls basketball)
- As a general rule, there are no "local" school privileges to be extended.
- A school wishing to "comp" admissions or run any promotion which violates the district admission policy must request and be granted permission by the District Athletic Office in writing.

XI. FACILITIES

STADIUM RULES

The following rules will apply for the football season:

1. Human funnels may be formed by **cheerleaders** and **drill teams** only.
 - a. Human funnels will be allowed at the start of the **first half** only.
 - b. The appropriate school personnel will be responsible for organizing and supervising the funnel which includes preventing others from joining the above allowed groups.
 - c. Cheerleaders and drill teams will return to their normal areas promptly after the team has gone through the funnel.
2. Signs must be placed so as **not to obstruct vision**.
3. Goal posts must not be decorated. No decorations are to be attached to light posts.
5. All signs at the stadium must be approved by the Activities Director in advance. No signs will be permitted which will degrade the opponents.
6. Sales are permitted in the stadium by the individual school with **prior approval** of the District Athletic Office and the Activities Director of the school. (Many organizations request permission and this must be properly coordinated).
7. The following groups will be admitted free to football games:
 - a. Band and drill squads **in uniform** (performing or not performing on the field).
 - b. Other groups **in uniform AND performing** before game or at half-time.
 - c. Cheerleaders **in uniform**.
8. No automobile traffic is permitted on the track at Wilson and Milne Stadiums.

9. Stadium usage form must be submitted to District Athletic Office **not later** than three days preceding the game. All pertinent information such as equipment/facilities needed, and students who are to be admitted free, must be stated on usage form.
10. The Activities Directors may be given a **restricted access pass** to all games for purpose of conducting half time or pre-game programs.
11. All promotions, materials, and advertising must have prior approval of the District Athletic Office.

Other Stadium Guidelines and Policies may be found on the APS Athletic Department website.

USE OF HIGH SCHOOL FACILITIES FOR NON-SCHOOL SPONSORED PROGRAMS

In accordance with the APS Instructional Procedural Directives, the following procedure will be followed by all agencies that sponsor non-school programs:

1. Use of facilities should be requested at least ten (10) days in advance although rentals will not be made during one school year for a future school year.
2. The representative of a non-school group or agency wishing to use a school facility should complete Form AC-11, Rental Agreement, and submit it to the school principal.
3. The principal will determine the availability based on priority and propriety of proposed use.
4. The principal will complete Form AC-11, Rental Agreement, and forward it to the APS Accounting Office for completion and approval. The principal's signature on the form is a recommendation to the Director of Accounting for approval. If in doubt, the principal may send the form to the Accounting Office without signing. Final approval and notification of applicant rest with the Accounting Office. The Deputy Superintendent of Operational Services may be consulted in unusual circumstances.
5. The principal will indicate the occupancy load on the Rental Agreement prior to the user signing the form.
6. The principal may impose restrictions on proposed uses to insure adequate protection of facilities and should be a part of the rental agreement. Among such restrictions are: smoking, use of protective coverings on gym floors, security provisions, hours of use and others. Evidence of liability insurance must be provided.
7. The Rental Agreement is not binding until it has been approved by the Accounting Office and should be sent to that office immediately after completion. An approved copy of the Rental Agreement will be returned to the principal immediately after approval. The principal will be notified if the proposed use is rejected.
8. Completed agreements for "no-charge" groups need not be sent to the Accounting Office. The principal signs the agreement, gives a copy to the user and retains the other copies at the school.
9. This procedure applies to all school buildings and playgrounds except when such facilities are used by the City of Albuquerque Parks and Recreation Department under the City-APS Joint Use Agreement.
10. Activities of a personal nature such as clinics, camps, etc. are not authorized as per Albuquerque Public Schools Procedural Directive ECAC.

XII. MISCELLANEOUS

BOARD OF EDUCATION POLICY 7.19 LIST OF NAMES OF STUDENTS

No employee of the School District may furnish lists of names and addresses to anyone for purposes other than official school business as designated by the Superintendent.

MISUSE OF ATHLETIC UNIFORMS

Athletic uniforms, warm-ups, sweatshirts, jackets, etc. are APS property and are intended to be worn only for games and practice conducted by the school. **They are not to be worn or used as personal clothing items on or off the school campus.**

HAZING

Hazing will not be permitted, in any form, as a condition of membership in any group or organization connected with the Albuquerque Public Schools.

Hazing is defined as follows:

- A. To harass, with or without the consent of the individual, by exacting unnecessary, disagreeable or degrading tasks or activities which may result in harm or bodily injury to said individual.
- B. To play abusive and humiliating tricks, with or without the consent of the individual, on said individual by way of initiation.

PRAYER

In accordance with APS Directives any activities related to religious issues and ceremonies must be student initiated and "religion neutral" (neither promoting nor inhibiting religious beliefs) so as to assure comfort to all students. The United States Constitution permits the free exercise of religion. It also prohibits government from coercing any person to support, participate or otherwise act in a way that established a state religion. In order to comply with these requirements, the Albuquerque Public Schools has developed guidelines for athletics. They are as follows:

1. Every Student is entitled to exercise his or her religion, at any time, so long as it is not disruptive to the educational process. This means any student may pray or engage in religious activity during school or any school event, so long as this activity is non-disruptive and student initiated.
2. No School employee, representative or coach of an APS team should initiate, encourage, lead, promote or participate in prayer with students. Although each employee or representative has the right exercise religion, the leadership role of a coach may place pressure on students to participate.
3. Coaches should not kneel with teams in prayer on the field of play at any time.
4. Coaches should discourage students at APS sponsored events to engage in religious activities that give the appearance of school sponsorship. Whereas a moment of reflection, mediation or silence would be appropriate, a Christian prayer by all team members, kneeling in school uniform, in the middle of the field would not be appropriate.
5. Pre-game, locker room prayer lead or encouraged by a coach is not appropriate. Again, a moment of reflection, mental preparation or silence is permissible.
6. Students are individually permitted to initiate and engage in religious activity, including prayer, before or during a school sponsored event. However, this should not be a team event or school sponsored activity.
7. Students who chose not to participate in religious activity of other students should not be punished in any way. For example, if several individual students choose to pray at any particular time, no other student should be asked or requested to either participate or stand apart from the activity.

ALBUQUERQUE PUBLIC SCHOOLS SPORTS PROGRAMS

The following information is intended to establish some parameters for the sanction, sponsorship and financial responsibility for sports programs within APS.

1. High School Athletics
 - Sports teams sanctioned and funded by the district.
 - Must follow all APS and NMAA guidelines.

2. High School Athletic Club Teams
 - Sports teams sanctioned by the district, funded/administered/supervised by the individual school
 - Additional, approved, optional levels of existing funded programs
 - Must follow all APS and NMAA guidelines
 - See Addendum to Handbook – guidelines for “C” team club programs

3. High School Activities Clubs
 - Sports and recreational clubs as per school and APS activities guidelines.
 - Activities with significant risk exposure must be cleared through and meet any requirements of the APS Risk Management Department.

4. Middle School Athletics
 - Sports teams sanctioned and funded by the district.
 - Must follow all APS and NMAA guidelines.

5. Middle School Intramurals/Extramurals
 - Sports and recreational activities as per school and APS guidelines.
 - Activities with significant risk exposure must be cleared through and meet any requirements of the APS Risk Management Department.

6. Elementary School Intramurals/Extramurals
 - Sports and recreational activities as per school and APS guidelines.
 - Activities with significant risk exposure must be cleared through and meet any requirements of the APS Risk Management Department

ADDENDUM TO APS ATHLETIC HANDBOOK

GUIDELINES FOR “C” TEAM CLUB PROGRAMS

SOCCER – SOFTBALL - WRESTLING

APS will permit, under the supervision of the head coach, the athletic director and the principal club sports teams at the “C” level for soccer, softball, and wrestling. Requirements:

1. The “C” Team Club, its’ sponsor, the volunteer coaches, and all scheduled activities and operating procedures must be approved by the high school athletic director and principal. The varsity head coach is responsible for the volunteer coaches and program.
2. Membership and participation in the “C” Team Club will be limited to freshman and sophomore students who attend the particular high school.
3. Participants in “C” Team Club activities must fulfill the NMAA eligibility rules with regard to residence, scholarship, etc.
4. The beginning and ending dates of “C” Team Clubs will be the same as varsity and jayvee.
5. The head coach and athletic director are responsible for scheduling and officials. NMAA event limits for teams and individuals are in effect.

6. All financial obligations will be the responsibility of the "C" Team Club and the applicable booster club.
7. All "C" Team Club members must have a complete and current physical form packet (physical, parent permission, acknowledgement of risk, insurance information, etc.) on file with the school's athletic trainer.
8. The "C" Team Club must maintain fiscal operations within the regular high school activity funds and/or the regular high school booster club funds and are subject to their standards and guidelines.
9. Provision for transportation of "C" Team Club members to and from games and practices and costs related thereto are the responsibility of the "C" Team Club and/or applicable booster club. APS policy for athletic travel must be followed.
10. Volunteer coaches must be processed by HRD, licensed by the SDE, complete an APS Volunteer Coach Contract and be approved by the principal.
11. All club teams will adhere to all APS and NMAA guidelines for athletics.