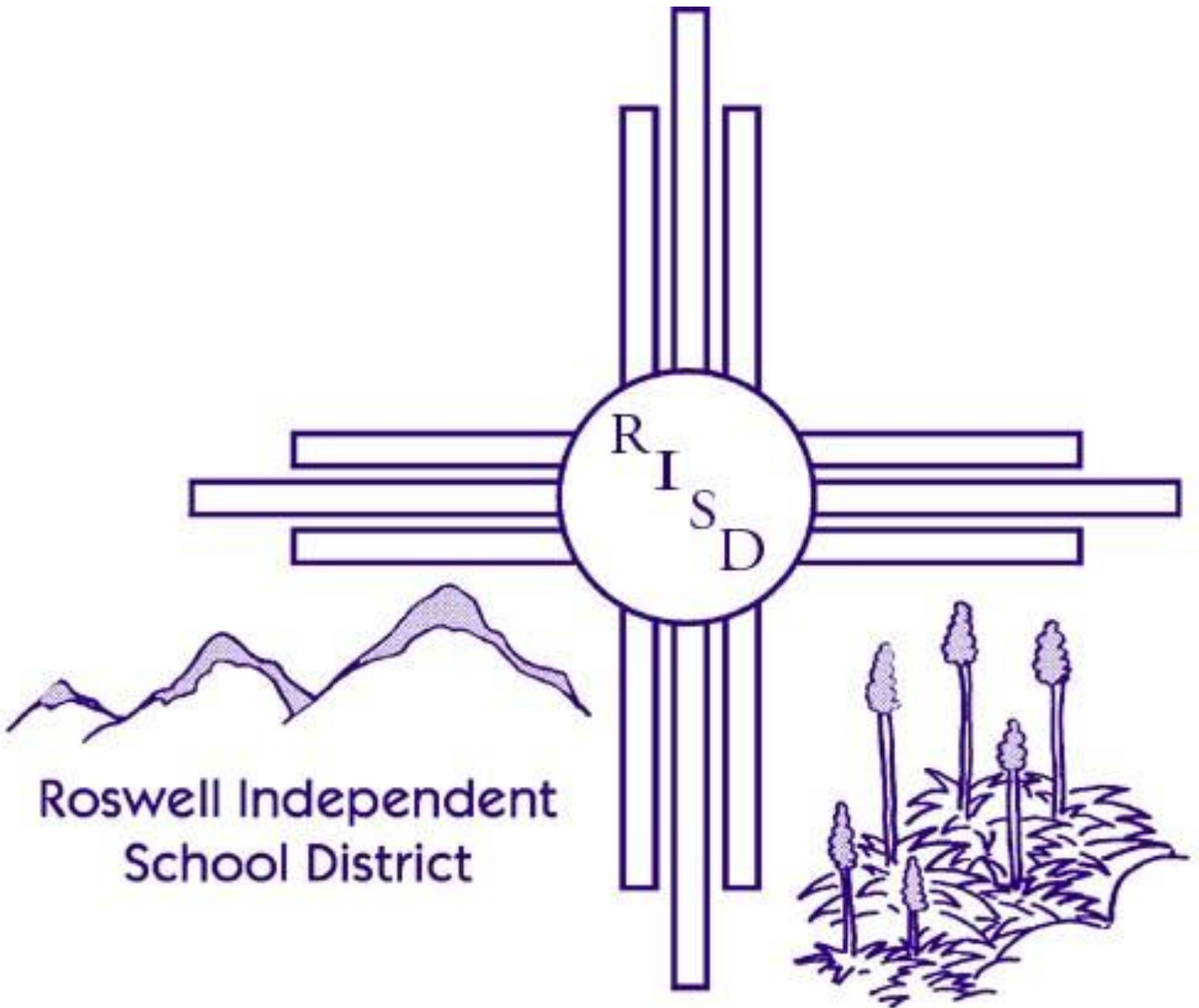


# Athletic Handbook 2023-2024



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**Roswell Independent School District  
Athletic Handbook**

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The Roswell Independent School District believes that a dynamic program of student activities is vital to the educational development of the student. Interscholastic athletics should be an integral part of the schools total instructional program. The athletic program should provide a variety of experiences to aid in the development of favorable habits, character, and attitudes in students that will prepare them for adult life in a democratic society. The Roswell Independent School District realizes the importance of its role in the regulation and supervision of these activities and strives to insure a positive experience for everyone involved.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules, and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost," and discourages any and all pressures, which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

**PILLARS OF CHARACTER**

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

## **OBJECTIVES OF ROSWELL INDEPENDENT SCHOOL DISTRICT ATHLETIC PROGRAM**

### **Section C**

It is the objective of the Roswell Independent School District to safeguard the educational values of these interscholastic activities and to provide every student with the opportunity to participate in the healthy, challenging, enjoyable activity of their choice. These experiences are instrumental in the development of the student's physical and mental capabilities and in the development of their attitudes about themselves and others in a competitive situation.

The following should be major objectives of all Roswell Independent School District Athletic/Activity Programs.

- Develop fellowship
- Promote self-realization and confidence
- All around growth – mind and body
- Sportsmanship
- Teamwork
- School pride
- Succeed in the total educational academic program
- Learn self-discipline in the acquiring of skills necessary to the sport
- Learn to be competitive in a competitive society
- Learn to make decisions and operate under pressure
- Learn to respect authority and the importance of obeying rules
- Succeed in the total educational academic program
- Develop a focus of interest on specific activity
- Programs for student body, faculty, and community that will promote unity
- Attain goals as set by the school in general and the student as an individual
- Develop lifetime leisure activities

## **COACHING EXPECTATIONS AND RESPONSIBILITIES**

## **Section D**

As an educational endeavor, the teacher-coach identifies and strives to attain specified objectives through methods and techniques based on sound principles of learning. The following guidelines provide direction for coaching.

- Honesty, integrity, and professionalism at all times
- Student athlete discipline according to policy, Section J and individual programs' code of conduct
- Fundraising follows RISD school board policy, Section K
- Provide accurate travel rosters per district policy
- Provide appropriate student supervision at all times
- Demonstrate responsibility for staffing
- Demonstrate responsibility for equipment and facilities, including shared facilities
- Demonstrate support for all athletic and activities programs
- Ensure eligibility of all participants
- Ensure all NMAA requirements are met
- Document all injuries in conjunction with training staff if available
- Head coach is responsible for direction of the program he/she leads
- Head coach is responsible that all coaches in that sport have current license and certificates as required by that sport
- Head coach is responsible for booster clubs per district policy
- Coaching staff and building admin are responsible for game day attendance concerns
- In the event of an emergency and the absence of a school administrator, head coaches will make necessary decisions regarding student safety and student interests

## **COACHES' END OF SEASON RESPONSIBILITIES**

## **Section E**

At the end of each season, it will be the responsibility of each head coach to conduct certain concluding activities to finalize the season. Assistant coaches are obligated to help with these tasks but the ultimate responsibility lies with the head coach.

End of season responsibilities include:

- Complete and return all required forms and documentation to the RISD Activities Office
- A complete inventory will be provided to your building coordinator
- Collect/store uniforms and equipment at your respective school
- Delete items per district policy, (Disposition of obsolete, worn-out or unusable tangible personal property policy, refer to page 34) is on RISD website Finance Section
  - Deletion form must first be signed by building principal or athletic coordinator
  - The deletion form and equipment are then sent to the Activities Office
- Head coach will evaluate assistant coaches using provided form
- Head coach must meet with the RISD Director of Activities and Building Coordinator to submit end of season equipment requests
- The above responsibilities are due on the following dates
  - *Fall Sports by December 15*
  - *Winter Sports by April 15*
  - *Spring Sports by May 15*

## **PROCEDURES FOR PURCHASE OF ATHLETIC EQUIPMENT**

### **Section F**

Responsibility for the purchase of all athletic equipment has been assigned to the athletic department by the Roswell Independent School District business department. Therefore, such purchases, which are to be paid for by the Roswell Independent School District, must be made through the Director of Activities. It must be emphasized that the Athletic Department is responsible for the management of the athletic budget and therefore, any purchases to be paid for out of that budget must be approved in advance by the Director of Activities. Purchases made without this prior approval may result in a refusal by the Activities Director to pay for such purchases.



## **USE OF ATHLETIC EQUIPMENT AND FACILITIES**

## **Section G**

Equipment purchased by Roswell Independent School District funds or funds raised by school or non-school groups such as Boosters becomes Roswell Independent School District property. Use of school equipment by non-school groups is discouraged. Such usage can result in damage to, or loss of, school equipment.

Use of Roswell Independent School District facilities by non-school groups is allowable only if the following procedures are followed:

- Usage must be approved by the building Principal
- Usage must be approved by the Director of Activities
- Usage must be approved by the Support Services and Transportation
- User must be able to show proof of adequate liability insurance to cover all participants and spectators in the facility being used
- A school employee must be present during usage of school facilities by non-school groups
- The rental schedule and the Roswell Independent School District fiscal handbook must be followed for charging non-school groups to use school facilities. This schedule is designed to cover the cost of utilities, clean up and use of equipment of the facility being used
- A rental agreement form must be completed at the Roswell Independent School District Administration Office
- All youth sports teams must follow **Senate Bill 137** guidelines when using RISD properties

## **CARE OF ATHLETIC EQUIPMENT AND FACILITIES**

## **Section H**

It is the responsibility of the head coach of each program to see that uniforms and equipment for his or her program are properly cared for.

Procedures include:

- Check out equipment and uniforms at the first of the season (refer to page 35)
- Uniforms and equipment should be used for intended purposes
- Keep and maintain equipment checkout lists
- Check equipment in at end of season, using check out list to assure that all equipment and uniforms are returned
- Charge for all equipment and uniforms damaged or not returned
- Do not give uniform or uniform parts to players. These belong to the school district and no employee has a legal right to give them away. Furthermore, giving uniforms or equipment to players destroys their amateur standing
- At the end of the season, equipment and uniforms must be properly cleaned and locked in a storage area
- A detailed inventory should be kept of all equipment and uniforms on hand

It is the responsibility of the coach to see that facilities used by his or her sport are properly maintained. If repair or improvement of the facility is necessary, the coach should turn in a work order to the Roswell Independent School District maintenance department, describing the work to be done. Requests for repairs or maintenance will be addressed based upon availability of funds, time, and labor.

## **STUDENT ELIGIBILITY POLICY**

Section I

The eligibility requirements for participation in Roswell Independent School District high school and middle school athletics are concurrent with the New Mexico Activities Association eligibility requirements. RISD will follow NMAA guidelines in determining eligibility and participation in RISD programs.

## **STUDENT/PARENT HANDBOOK DISCLAIMER**

Eligibility for student participation in extra-curricular activities is determined by the New Mexico Activities Association's by-laws that are developed to create a level playing field for all student athletes. Changes to enrollment, home residence, academic standing, and family status are some of the factors that determine student eligibility. Parents/ guardians are strongly encouraged to familiarize themselves with the rules and regulations associated with student eligibility ***PRIOR*** to making changes to their student's status. Transferring schools may impact a student's opportunity to participate in extra-curricular activities.

New Mexico Activities Association By-Laws: <https://www.nmact.org/nmaa-handbook/>

The following includes a summary and interpretation of some requirements as they pertain to the Roswell Independent School District athletic program. Eligibility issues related to participation, transfer, home school, private school, charter school, open enrollment, guardianship, court ordered custody and other student issues are addressed in sections 6-10 of the NMAA Handbook, available online at [www.nmact.org/nmaa-handbook](http://www.nmact.org/nmaa-handbook) or per request from the RISD Activities Office.

**A. GENERAL ELIGIBILITY STANDARDS**

- You are eligible if your parents/guardians have signed the parent consent form stating there are no objections to your participation in athletic contests
- You are eligible if you have filed a form with the school indicating you have passed a current physical examination
  - You must be covered by school or private health insurance
- You are eligible if you are a regularly enrolled student in the 7th, 8th, 9th, 10th, and 11th or 12th grade
  - High School students must be enrolled in at least 51% of a full class load
- You are eligible if you do not become nineteen (19) years of age before September 1
- You are eligible if you have not participated in more than four (4) seasons, including the current season, in any sport in grades 9 through 12
- 2.0 GPA w/no F's for the semester grading period immediately preceding participation
- Student must be enrolled in a minimum of 51% of a full-time schedule, check Seniors
- Summer School – more than one class can be made up, must be exact course
- Ineligible students can use the 9-week grading period to regain eligibility
  - Incoming 7<sup>th</sup> and 9<sup>th</sup> grade students are eligible in the first 9 weeks
- You are eligible if you are an amateur: that is, never received directly or indirectly, pay or financial benefit for participating in any athletic contest, never signed a contract or competed under a false name
- You are eligible if you have not transferred to or from a private, parochial or boarding school within one semester. Always check with your principal before you transfer to determine whether it will affect your eligibility
- You are eligible if you and your parents/guardians have a bona fide residence in the school district (attendance area) where you are attending school or have a valid zone exemption
- You are eligible if you have not accepted any cash or merchandise awards. All awards must be symbolic in nature with no intrinsic value

The above are the basic eligibility standards cooperatively established by the schools to help insure that athletics are kept in their proper prospective in the total education experience.

**B. ELIGIBILITY - ACADEMICS**

The academic requirements for participation in interscholastic activities are as follows:

A student shall have a GPA of 2.0 or better for the immediate previous grading period, and did not fail a class. At the end of a semester if the GPA for the previous grading period is not a 2.0 or better, the semester grades may be reviewed to determine eligibility. If the semester GPA is not, at least 2.0 or better, the GPA can be figured cumulatively. The cumulative provision may only be applied to the beginning of a semester and only semester grades are to be used. High School students must be enrolled in at least 51% of a full class load.

**C. ELIGIBILITY - AGE**

As stated in the New Mexico Activities Association Handbook, junior high and high school students must fall within certain age limitations to participate in athletics. The junior high limitations are as follows:

- A student is eligible to play with the grade indicated if he or she is of age at the date outlined herein. He or she must move up to play with the age, which is correct for him or her
- 7th grade - A student must be less than 14 years of age on August 31 of the current school year
- 8th grade - A student must be less than 15 years of age on August 31 of the current school year
- 9th grade - A student must be less than 16 years of age on August 31 of the current school year

The age limitation for participation in high school athletics as stated in the New Mexico Activities Association Handbook is as follows:

A student becoming 19 years of age after August 31 of the current school year is eligible for the entire school year.

**D. MIDDLE SCHOOL ATHLETIC ELIGIBILITY**

The New Mexico Activities Association Athletic Bylaws will govern the Roswell Independent School District middle school athletic program. The District will comply with the eligibility regulations stated in Section IV of the New Mexico Activities Association Official Junior High Handbook. The following residential and transfer policies will be enforced in conjunction with those of the New Mexico Activities Association.

**D. MIDDLE SCHOOL ATHLETIC ELIGIBILITY**Residential Eligibility Requirements

To be eligible to participate in athletics at a middle school within the Roswell Independent School District, the student and his/her parents/guardians must be residents within the school's attendance zone. An exception to this policy may be granted if the student is attending the middle school on an approved zone exception. Zone exceptions are intended to be for purposes other than athletics. Therefore, when considering approval or disapproval of a request for a zone exception, the building principals must be convinced that the move is not for athletic reasons before issuing approval. If approval for a zone exception is given at the middle school level, the 365-day suspension from competitive athletics will not be imposed.

Transfer Requirements

1. If a student transfers from one middle school to another within the Roswell Independent School District, whether by change of residence or zone exception, student must be enrolled at the new school for 15 school days prior to becoming eligible to participate in an athletic contest
2. A student who has attended a middle school out of their attendance zone and chooses to return to their home school will become ineligible to participate in practice or athletic contest until the beginning of the next sports season
3. Under no circumstances are students to be recruited or encouraged to attend a middle school outside the student's attendance zone for athletic purposes. Any staff member involved in such activities will be subject to disciplinary action

Penalty for Falsification of Information

Falsification of information concerning residence or transfer may result in the student's ineligibility to participate in any sport for 365 days or 24 hours each from the date of discovery of the false information. This is in accordance with the New Mexico Activities Association's policy concerning student eligibility.

**E. EIGHTH GRADE PARTICIPATION IN HIGH SCHOOL ATHLETICS**

Eighth grade students may participate on any high school team that offers an activity not offered at the middle school. These are dance, cross-country, wrestling, golf, baseball, tennis and softball. Eighth grade students should not be recruited to participate in high school sports. However, if they have a desire to try out for high school sports that are not offered at the middle schools, they are allowed to do so. Seventh grade students are not allowed to participate in high school sports under any circumstances.

Eighth grade students may only participate on the high school varsity team and only after their eighth-grade season is complete. The student would have to meet the NMAA game limit criteria in that particular sport. Eighth grade students must complete the NMAA eighth grade participation sheet to compete at the high school level. Eighth graders must participate in their home zone.

Eighth grade students participating on a high school varsity team must complete the RISD guideline form.

**F. DUAL PARTICIPATION**

- Participating in a non-school team in the same sport during the school season is discouraged. If a student is allowed by the school to participate in this manner, the school's varsity event limit may not be exceeded cumulatively
- Game limitations in interscholastic sports are not to be exceeded
- Pre-season scrimmages do not count toward game limits
- All competition and/or games (school and/or non-school, individual and/or team) from the first day of permissible legal practice to the final day of their school schedule in that sport count toward that limit

**G. PRE-SEASON MEETINGS ATTENDANCE**

- Student athletes and parents must attend NMAA required pre-season meeting before the first regular season contest of their sport
- Post-season events such as district, regional and state tournaments do not count toward that limit
- Any student participating in non-school competition or activities while participating in the same sport concurrently (part or whole) within the NMAA defined sport season will have non-school events counted toward their total allowed events for competition
- The Athletic Director may impose penalties appropriate for the violation and in terms of maintaining an equal opportunity for student participants per NMAA guidelines

## **PHYSICAL EXAMINATIONS FOR ATHLETES**

## **Section J**

The New Mexico Activities Association Handbook states in Section 6.15 The student must be physically fit. This fitness must be based on a physical examination of the Student occurring on or after April 1 of the previous school year and must be verified in writing by a licensed medical/osteopathic physician/physician's assistant or nurse practitioner to the extent authorized by their practice act and licensing authority. The physical is considered valid through the following school year. A Student must have a current physical on file for any participation outside of the school day (pre-season, in-season, off-season, summer). The certificate of examination must be of file in the member school office. By State Education Agency regulations, SBE Regulation No. 95-11, Section IV. A., a Student fitness may be verified in writing by a "licensed chiropractic physician to the extent authorized by their practice act and licensing authority."

Necessary forms are available on line through the following link:

[The athlete must not be allowed to participate in a game or a practice until a completed physical form is handed to the head coach and submitted to the appropriate school athletic coordinator.](#)

Student Athletes are required to log on to the National Federation of High School learning center and enroll in "Concussion for Students" Students who successfully complete the course must submit a certificate of completion to the coach and the school athletic coordinator.

<https://nfhslearn.com/courses/61059/concussion-for-students>



## **INSURANCE REQUIREMENTS**

## **Section K**

Section 6.16 of the New Mexico Activities Association Handbook deals with participant insurance. This section states that it shall be mandatory that all participants be covered by accident/injury insurance. Participants must be covered by accident/injury insurance prior to participation. They may carry school-offered insurance or provide the school with documentation that they are covered by a private insurance carrier. A document signed by the student and parent verifying insurance coverage must remain on file in the Activities Administrative Office.

## **USE OF DRUG AND ALCOHOL**

## **Section L**

The Board recognizes the critical importance of its educational mission to promote academic achievement and a safe and secure environment at all campuses in the District.

The sale, distribution transportation, use of, or possession of alcohol or any type of drug or medication considered illegal or which there is no valid prescription, by any student, participating in extra-curricular activities sponsored by the Roswell Independent School District will result in the suspension from said activities. A student involved in extracurricular activities may not use or have possession of drugs or alcohol (actual or constructive) at any time. The term constructive is defined as being in the company of or any person who is in the sale, distribution, transportation, use of, or possession of alcohol or illegal drugs.

The Board has a strong commitment to the health, safety and welfare of its students. The Board has developed a random drug and alcohol testing program as a reasonably effective means of addressing the District's legitimate concerns in preventing and deterring drug and alcohol use.

Drug and alcohol abuse are one of the most serious problems confronting our society today. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining school-sponsored activities in the District in a safe and secure educational environment requires a clear policy and supportive programs that reasonably relate to prevention and deterrence of substance abuse by students involved in a school-sponsored extracurricular activity.

Based upon careful and extensive research, the Board believes a random drug and alcohol testing program is in the best interest of the District's students for at least the following reasons:

- Use of illegal drugs in a school-sponsored extracurricular activity by students poses a threat to the student's health and safety, as well as to other students.
- To provide students with a legitimate reason to refuse to use illegal drugs and undermine the effects of peer pressure.
- To educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle.
- To encourage students who use drugs to seek help by participating in drug treatment programs.
- To ensure that students involved in extracurricular activities set an appropriate example for their fellow students for whom they are often role models.

Participation in a school-sponsored extracurricular activity is a privilege, not a right. This policy applies to all District students in grades seven (7) through twelve (12) who desire to participate in a school-sponsored extracurricular activity at the high school level.

For purposes of this policy, *activity* shall include any extracurricular activity, but not be limited to:

- Any school-sponsored athletic activity; or
- Any school-sponsored club; or
- Any school-sponsored organization such as yearbook, newspaper, student government, drama, music, honor society, or any other organization of a similar nature.

For purposes of this policy, *drugs* shall include, but not be limited to:

- All controlled substances prohibited by law.
- All alcoholic beverages.
- All performance enhancing substances, including but not limited to, anabolic steroids.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.

This random drug testing program is not considered a punitive disciplinary action or considered to imply a violation of the student discipline policies and/or regulations. It is designed to create a safe, drug free environment for students and to assist students in getting help when needed. No student shall be penalized academically, expelled or suspended from school as a result of any verified "positive" test, however, a student will be removed from the activity or position in accordance with Policy JKDA - Removal of Students from School-Sponsored Activities.

This random drug testing program does not affect the current policies, practices, or rights of the District pertinent to drug possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The District reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug usage.

Any student involved in an activity whose test is verified "positive" will be subject to the following consequences:

- *First violation:*
  - The student will be suspended from participation in all extracurricular activities for forty-five (45) consecutive school days beginning from the date following the day of verification of a positive test a substantiated violation. The student will not be allowed to attend or participate in practices during this time.
  - The student will be required to fulfill the requirements of his/her class schedule including participation in any classes during the suspension period.
  - If the student athlete violation occurred outside of the competitive season, the suspension will begin the first day of official practice.
  - If the student is an underclassman the suspension will carry over into the next school year if not completed in the current school year.
- *Second violation:*
  - The student will be suspended from participating in all extracurricular activities for ninety (90) consecutive school days. The term will be reduced to forty-five (45) consecutive school days if the student completes a drug education program at the expense of the student or his/her parent/guardian. The student will not be allowed to attend or participate in practices during this time.
  - The student will be required to fulfill the requirements of his/her class schedule including participation in any classes during the suspension period.
- *Third and subsequent violations:*
  - The student will be suspended from participating in all programs of extracurricular activities for one hundred eighty (180) consecutive school days. The student will not be allowed to attend or participate in practices during this time.

- The student will be required to attend a drug education program at the expense of the student or his/her parent/guardian as a condition of any further participation in school extracurricular activities.
- The student will be required to fulfill the requirements of his/her class schedule including participation in any classes during the suspension period.

If the penalty period for any violation is not fulfilled during the season or competition period in which the violation occurred, the remainder of the penalty will be applied to the next extracurricular season or competition period in which the student participates.

Removal from an activity or position is not considered a disciplinary action nor does it imply a violation of the student discipline policies and/or regulations. The principal will follow Policy JKDA before removing a student from an activity or position.

## **ATHLETIC INJURIES**

## **Section M**

When an athlete is injured during a practice or a game, the supervising coach must follow certain procedures. The coach should adhere to the following procedures for an injury:

- Contact a parent promptly after an injury or problem, stating what the apparent situation is and where the athlete is or is being taken. If at least one parent or legal guardian cannot be located, the school administration should then be notified
- If available, the school's athletic trainer will be notified and/or consulted regarding student injury
- Coaches are not to send an athlete to a physician of the coaches' choice. The choice of physician to be used must be made by the athlete and his/her parents/guardians. **If a student is sent to a physician of the coaches' choice, that coach may be subjected to liability problems as well as medical responsibility for the student**
- The coach and/or school athletic trainer is obligated to accept as final the decision of the athlete's physician concerning diagnosis of the injury, treatment of the injury and any lay-off period which is prescribed
- If an athlete is under care by a physician for an injury, the coach must receive and keep on file a release to participate by the attending physician before allowing the athlete to return to practice or a game. **Without this release, a coach may be held liable if the athlete re-injures the injury for which he/she was treated**
- Coaches and student trainers should only provide treatments up to their level of training or certification
- The supervising coach must fill out an "Athletic and Student Accident Report" on the appropriate form immediately after the injury takes place. This report should then be sent to the Transportation and Support Services office to be kept on file. Such a report becomes essential if an investigation of the injury becomes necessary
- All RISD coaches will be trained in concussion protocol as outlined in Senate Bill 137
  - Remove immediately from activity when signs/symptoms are present
  - Must not return to full activity prior to a minimum of 240 hours (10 days)
  - Release from medical professional required for return
  - Follow school district's return to play guidelines
  - Coaches continue to monitor for signs/symptoms once athletes return to activity
  - <http://www.nmlegis.gov/Sessions/16%20Regular/final/SB0137.pdf>
- RISD coaches will be responsible for carrying Emergency Release forms with them throughout the season

## **SCHEDULING POLICIES**

## **Section N**

The following are the policies for scheduling athletic events at the high school and middle school levels:

### **HIGH SCHOOL**

- District 4AAAA and 4AAAAA obligations take first priority
- Financial consideration is essential in the construction of all schedules. Therefore, games, which require traveling a long distance, or tournaments, which require multiple overnight expenses, may not be feasible
- The preferences of the head coach will be given as much consideration as possible
- The Director of Activities, who will confer with coaches to give them a chance to make suggestions, will do the scheduling. The Director of Activities should initiate meetings with the head coaches

### **MIDDLE SCHOOL**

- Obligations to the other three (3) RISD middle schools and the Border Conference will be fulfilled initially
- Financial consideration is essential in the construction of all schedules
- The Director of Activities will construct all middle school athletic schedules

"Five Year Calendar of Weeks" and the "Calendar of Major Events by Week," which are present in the New Mexico Activities Association Handbook, will provide starting dates, playoff dates, and other activity dates for each school year.

The dates for the week numbers on the "Calendar of Major Events by Week" can be found on the "Five Year Calendar of Weeks."

## **TRANSPORTATION POLICIES**

## **Section O**

Coaches are expected to use good judgment when planning arrival times at contests on the road. Furthermore, students are not to be dismissed from class before a home game or before a road trip any earlier than is absolutely necessary to get them prepared. Students cannot accompany the team nor participate at any level if they are absent from any class on the day of an activity or on Friday before a Saturday contest unless prior approval is granted by an administrator. This includes practice participation. Restrictions by the State Department of Education on the number of absences, which a student is allowed for participation in extracurricular activities, have made this a crucial consideration. As per NMAA rules, student athletes are allowed 15 activity absences per semester. The Athletic Coordinator at each respective school will monitor this. Furthermore, the philosophy of the Roswell Independent School District is to promote extracurricular activities but to avoid conflicts between those activities and the academic programs.

### **PRE-TRAVEL FORMS**

The head coach is responsible for the transportation for all levels of his/her program. At the high school level, all requests for transportation must be turned in to the School Athletic Secretary, School Athletic Coordinator, and District Activities Office. At the middle school level requests for transportation must be turned in to the middle school principal. These requests must be turned in at least two weeks prior to the first scheduled contest; the Athletic Coordinator will review the requests. If the departure times appear to be too early, the head coach may be required to justify that departure time. The District Director of Activities and the school Athletic Coordinators will have final approval on departure times. The pre-travel request must be turned in on the "Sponsored Student Activity Trip Ticket." An "excused list" must be turned in to the athletic secretary at your school and those excused must be entered into Power School before time of departure.

### **PLAYER LIMITATIONS**

The number of players to be transported on a trip to an athletic contest should not exceed the number necessary for that contest. Coaches are expected to take only the starters, substitutes, coaches, student trainers, and student managers who will fill a necessary role in that contest.

**Only official members of the team are allowed to make the trip. The bus company's insurance only covers those individuals making the trip which serve an official function on the team.** Therefore, the following must not be allowed to travel on the bus with the team:

- Friends of team members or coaches
- Parents/guardians or other relatives of team members or coaches

On occasion, it may be necessary that cheerleaders travel on the bus with the team. However, this will only be done if there is room and if adequate supervision is available.



**CONDUCT ON THE BUS**

Coaches should send a copy of the pre-travel request, which is sent to the Activities Department, to the bus contractor, which transports his/her teams out of town. To guarantee that the proper arrangements are made, the coach should call Pollard Bus Company at 625-9122 or Hamill Bus Company at 622-9269 a few days prior to each trip.

On each trip, there will be a brief inspection of the bus prior to departure and again as the trip is concluded. This inspection is to be made by the bus driver and the coach or an assistant coach. At the conclusion of each inspection, the coach and the driver will sign a form provided by the driver. This form will indicate that the bus was clean and in proper condition at the time of the inspection. The driver will provide a trash bag at the end of the trip. The team will be required to pick up all trash and deposit it in the bag before leaving the bus. The inspection by the coach and driver is to indicate that the bus had been properly cleaned and no damage has been done.

The coach is responsible for discipline of his/her team while they are traveling on the bus. Students should be required to stay in seats and keep noise to a minimum. The driver must be allowed to concentrate on driving safely. This becomes difficult when passengers are moving about and making excessive noise. Personal electronic devices can be used only with headsets.

When the travel request is sent to the bus contractor, the time given must be the departure time. The driver will then arrive 15 minutes prior to this time. If the bus is late, the coach may call Jeanie Fitzpatrick at 625-9122 or Mark Hamill at 622-9269.

**GENERAL TRANSPORTATION GUIDELINES**

Professional drivers have been employed and are expected to return the team as near to the prearranged time as possible. Decisions to remain at the contest site for an additional day will be made by the Activities Director.

If the team is going to be appreciably delayed in its return, the coach in charge must notify his building principal or assistant principal as soon as possible. The principal will then make a concerted effort to notify the students' parents/guardians.

It is the obligation of the coach in charge to get his/her team showered and dressed as soon as possible, as travel contracts are based on travel time. To delay departure after a contest depletes that sports travel budget.

In case of impending inclement weather, the Director of Activities will determine whether the team departs, returns, remains at home, or stays at the contest site for an additional length of time.

All student athletes will travel to the contest with the team on RISD obtained transportation unless they have SAT/ACT testing exception approval. **The coach may release the student to his/her own parent or guardian, only at the contest site. After visual contact with the parent or guardian after the contest, a student athlete may be released to said parent or guardian only upon receipt of a signed release form (refer to RISD/Athletics/Activities Form on page 34) that will be provided by the coach at the time of release.** The coach is responsible for verifying the presence of the parent or guardian at the contest site.

Specific meals and lodging, as requested by the coach, will be given first priority, but the final determination as to where teams eat and stay will be made by the Director of Activities.

All expenses, meals, lodging, etc. will be paid for by purchase order originating from the Activities Director. These purchase orders will be delivered to the assistant principal, athletic coordinator or head coach via the school mail delivery service and/or email. The coach in charge of meals and/or lodging is responsible for decreasing the number of meals or rooms from the original total if fewer athletes make the trip. Only coaches, players, bus driver, and manager/trainers may eat on this purchase order. The respective coach must promptly return this copy of the purchase order along with an invoice and roster of those eating to the district Activities Office, or their designee, and/or middle school administrator the first day back to school. After verification, purchase order and invoice will be sent to Activities Office. This is essential in the payment of bills by the Activities Office.

**Please Note - District and State playoffs are the priority for bus scheduling when bus availability is limited.**

**SUMMER ATHLETIC/ACTIVITY TRIP REQUIREMENTS**

## Two Options for Summer Activity Trips

**Option 1**

- School District Sponsored Summer Activities – All the following must occur
  - Must adhere to school board policy 5300. No travel out of state over 300 miles
  - Registration to be paid with school activity account, booster club accounts and parent clubs/organization accounts
  - Hotel costs and meals must be paid with school activity accounts
  - Coaches must supervise student athletes
  - Transportation for activities involving 18 and fewer traveling athletes and coaches:
    - Use of two, RISD Suburban Vehicles, all driver requirements must be in place prior to activity
    - Transportation obtained through Pollard Bus Company or other authorized chartered transportation
    - No personal vehicles allowed
  - Transportation for activities involving more than 18 athletes and coaches
    - Transportation obtained through Pollard Bus Company or other authorized chartered transportation
    - No personal vehicles allowed
  - Leave Forms must be approved by the building Principal, and the Director of Activities
    - Leave Forms, trip tickets, team roster must be included
  - Activity teams can travel school name and use school equipment

**Option 2**

- Non-School District Sponsored Summer Activities
- Cannot use school monitored and school held funds (i.e. school activity accounts, booster club accounts, and parent clubs/organizations) accounts for any of the expenses associated with the activity
- School District approved transportation is not required
- Leave Form is submitted to the building principal and it will not be approved as work related leave
- Activity teams cannot travel under school name
- Activity teams cannot use any school equipment

## **ATHLETIC LETTERING AND AWARDS POLICY**

## **Section P**

Each coach is responsible for turning in a list of the number of letters, bars, insignias, and certificates to be presented to his/her athletes for that season to the Activities Office. Middle school coaches need to coordinate this with their building principal.

Awards for End of Fall Season due by: December 15

Awards for End of Winter Season due by: April 15

Awards for End of Spring Season due by: May 15

Coaches need be aware that an athlete is only to receive one letter for each level of competition. If an athlete has already received a letter in that sport, he/she can only be given an insignia, bar, or certificate. Each athlete should only receive one insignia. The only awards to be received more than once are bars and certificates. If an athlete has received a letter in one sport, he/she cannot receive the same type of letter in another sport. He/she can only receive an insignia, a certificate, and possibly a bar if appropriate. A high school athlete can only receive one freshman letter, one sophomore letter, one J.V. letter, and one varsity letter.

No student, after having fulfilled the requirements of that team, will be denied a letter award for reasons occurring after the conclusion of that sport season or for disciplinary reasons occurring during another sport season.

Any additional awards presented to student athletes must follow the guidelines established by the RISD Finance and Operations Department communicated in the **Gifts Using Public Funds and Donations of Funds Raised from Private Sources** memo (available from Athletic Department upon request).

Prior to providing an award or prize to a student athlete, the District shall verify that such award or prize does not violate New Mexico Activities Association or National Collegiate Athletic Association rules and regulations.

The cost of any reward incentives must be nominal in nature. We are suggesting that in most cases, a nominal amount would be less than \$10.00, ten dollars per student. Maximum gifts are limited to \$25.00, twenty-five dollars per person a year.

Gift cards may not be purchased. Per the IRS, giving someone a gift card of any kind is the equivalent of giving that person cash, and nominal "cash" gifts are always taxable. Therefore, Activity Funds may no longer be used to purchase gift.

**ATHLETIC LETTERING AND AWARDS POLICY****Section P****UNIFORM ROTATION**

The following is the uniform purchase schedule for the school year 2023.2024. **The year stated below is at the end of your season of the year listed.**

<b>Sport</b>	<b>GHS</b>	<b>RHS</b>	<b>BMS</b>	<b>MMS</b>	<b>MTV</b>	<b>SMS</b>
Football	2024	2023	2024	2026	2023	2026
B/Basketball	2026	2026	2024	2023	2026	2026
G/Basketball	2026	2024	2024	2023	2026	2026
Volleyball	2023	2026	2026	2026	2026	2026
B/Soccer	2023	2024	2027	2027	2027	2027
G/Soccer	2023	2024	2027	2027	2027	2027
Cross Country	2025	2026				
Wrestling	2024	2023				
Baseball	2024	2026				
Softball	2026	2024				
B/G Tennis	2023	2022				
B/Track	2025	2026	2028	2028	2028	2028
G/Track	2025	2026	2028	2028	2028	2028
B/G Golf	2023	2023				
Cheer	2025	2026	2023	2023	2022	2024
Dance	2025	2023				

07/28/23

## **ATHLETIC DISCIPLINE POLICY**

## **Section Q**

Each head coach will establish, publish, and explain his/her disciplinary policies and make these policies known to all team members prior to the start of the practice season.

These policies must first be submitted to the principal and athletic coordinator for review and approval, and all disciplinary policies of the head coaches must include the Roswell Independent School District school board policy on the use of drugs and alcohol.

Keeping in mind the individual disciplinary policies of each coach and each program, the following philosophy will apply:

- The severity of the offense should dictate the action taken. Minor offenses should be examined and explained by the coach to the student with a clear warning that a second offense of a similar nature will result in disciplinary action being taken by the coach. This action should be appropriate in relation to the offense. Students dismissed or voluntarily quitting the team may not join another program during the same season without the permission of the two coaches involved.
- All parental calls to the principal, athletic coordinator or the activities director regarding a concern or problem with a coach will first be referred to that particular coach. If the parent wishes to pursue the complaint beyond his/her discussion with the coach, then the parent may wish to contact the principal, athletic coordinator and subsequently with the activities director.
- Realizing that each athletics program has different approaches to discipline, the district recognizes that there is a place in this handbook for the term "suspension." An athlete may be placed on suspension if the offense committed is severe or if the athlete has repeatedly been in violation of team rules, without adequate effort to improve. Coaches must keep in mind that parents/guardians may occasionally challenge the dismissal of his/her child from a team. The coach will have less trouble justifying the dismissal if he/she can verify the severity of the offense or the fact that there have been repeated offenses by the athlete. Assistant coaches and documentation can be helpful in this respect.
- No assistant coach may dismiss a player without the prior approval of the head coach. Dismissal of any player should be reported right away to the principal, athletic coordinator and the activities director.

## **TRAVEL PROCEDURES FOR COACHES**

## **Section R**

Occasionally, coaches will be required or permitted to make trips, which do not include students, but are of an athletic nature. Examples would be scouting trips, trips to clinics, and trips to district or state meetings. These require the use of the coaches' private vehicle and, in some cases, may require an overnight stay.

In order to acquire expense money for such trips, the coach must complete the proper paperwork. Prior to the trip, the coach must complete, and turn in to the activities office, an "Application for Professional Leave" form which must be turned in at least one week prior to the trip. The number of days requested, dates of absence, number of miles, reason for leave, and the expenses requested must be entered on this application. The building principal, athletic coordinator or assistant principal must sign this application before it is turned in to the activities office.

The amounts, which will be paid for the trips, will be determined based upon travel money available. These funds are limited, and therefore, the number of trips for which the district will pay expenses must be limited. This limitation includes travel for coaching clinics and state tournaments.

Please complete each form completely and accurately to avoid any delay in processing.

**GATE WORKERS**

At the high school level, the selection and assignment of gate workers is the responsibility of the district ticket manager. The ticket manager for the district that will be responsible for revenue for all revenue sports for both high schools. The gate workers will be selected and supervised by the district ticket manager. The district ticket manager will be responsible for the collection and deposit of all gate receipts.

At the middle school level, the building principal and the building athletic coordinator will be responsible for the selection of gate workers and the deposit of gate receipts in the athletic account. A copy of all deposit slips must be sent to the activities office right after the deposit is made so up-to-date records of revenue can be maintained.

**SELECTION OF WORKERS**

At the middle school level, the building principal or athletic coordinator the building athletic coordinator will do selection of game help.

At the high school level, the assistant principal, athletic coordinator, or the head coach will be responsible for selection of game help, other than gate workers, for all contests with the exception of varsity football games. The Activities Director will select game help for varsity football games.

**PAYMENT OF WORKERS**

Game workers will be paid according to the "Roswell Independent School District Officials and Game Help Fees" schedule. Workers must acquire a "Game Help Payment Form" from their school or the activities office at Central Administration. The games worked are to be logged on this sheet throughout the season. The log sheet is then turned in to the activities office at the conclusion of the season. Workers will be paid once at the end of the fall season, the winter season, and the spring season. Workers must complete all necessary paperwork in order to be paid for services rendered.



## **PUBLICITY AND BOOSTER CLUBS**

## **Section T**

### PUBLICITY

Publicity is essential for a successful athletic program. It is crucial that supporters within the community be given the opportunity to stay informed about how the local teams are doing. The newspaper, radio stations, and television stations in Roswell have become committed to reporting about local athletic teams. However, none of these media have enough reporters to cover every contest, which takes place within the Roswell Independent School District, locally or on the road. Therefore, it is imperative that coaches do their part to assure that information about games be given to the media.

After away games or home games at which reporters are not in attendance, the coach is required to call in or deliver the results to the newspaper, and if possible, to radio or television stations. When contests go unreported, it is usually because nobody turned in the information. In most cases, the media will report the results if they are turned in to them.

The MaxPreps website must be updated with scores after each contest. Team photos, schedules, and rosters must be submitted to MaxPreps by the NMAA deadlines.

### ATHLETIC BOOSTER CLUB

Booster clubs serve a very useful purpose for many athletic teams within the district. They can be very effective at raising funds to supplement the budget for the team. Furthermore, they can fill an equally important role as support group providing workers for activities that promote the team.

Head coaches are responsible for informing booster clubs of all pertinent information.

## **MIDDLE SCHOOL ATHLETICS - EXCLUSIVE RULES**

## **Section U**

The instruction of basic fundamentals, which will help students to experience success in middle school and high school programs, is the primary objective of the middle school athletic program. The instruction of these basics supersedes winning at the middle school level. All coaches below the varsity level are encouraged to play all players a portion of each game.

### **Managers**

Managers in Football, Volleyball, Basketball, Track, and Soccer (boys and girls) will be of the same gender.

### **Scrimmages**

One (1) Scrimmage is permitted in Football, Volleyball, Basketball, and Soccer and does not count as a game.

### **9.8.4 Football**

- **Practice Date** – 1st day allowed according to NMAA guidelines
  - Each team or individual must have at least ten (10) days of practice before competing in a game. Sundays are not counted toward the ten (10) days of practice required in advance of competition.
  - The first three (3) days of practice for each participant/team shall be a time of conditioning without the wearing of pads (helmets are permissible.) The remaining seven (7) days, pads are permissible.
  - Prior to practice an athlete must have parent permission, proof of insurance and a sports physical.
  - A middle school football player should be limited to 48 minutes per week if they participate on more than one team.
- **Game Limitations**
  - A---teams are limited to seven (7) games
  - B---teams are limited to six (6) games
- **10 Minute half time (can be increased for band performance)**
- **Sport Specifics**

Length of Competition(s)

<u>Grade level</u>	<u>Quarters</u>
7th grade:	8 minutes
8th grade:	8 minutes

**9.8.4 Football Continued**

- Seeding - The seventh-grade seeding will be determined by the results of the (4) four middle school competition. The team with the best record in city competition will be seeded #1, second best city record will be seeded #2, etc. In the event of a tie, the NMAA tiebreaker procedure is used.

Location of Championship game will be determined by Principals/Athletic Coordinators/Athletic Director. Safety and supervision of all students is to be considered.

The eighth-grade city champion will be determined on the head-to-head best record versus each other in the Border Conference. In the event of a tie, the NMAA tiebreaker procedure will be used.

Mercy Rule: RISD follows NMAA guidelines regarding the Mercy Rule during games.

**9.8.11 Volleyball**

- **Practice Date** – Practice may begin on the 1st day allowed according to NMAA guidelines and only after a parent permission slip has been completed. A physical and proof of insurance is needed prior to practice commencing.
- **Match Limitations** – Each team or individual is limited to fourteen (14) matches. This includes regular season and invitational tournament matches. All matches are considered the best 2 out of 3 games.
- **Seeding** – The seventh-grade seeding will be determined by the results of the (4) four middle school competition. The team with the best record in city competition will be seeded #1, second best city record will be seeded #2 etc. In the event of a tie, the NMAA tiebreaker procedure is used.

Location of Championship game will be determined by Principals/Athletic Coordinators/District AD. Safety and Supervision of all students is to be considered.

The eighth-grade city champion will be determined on the head-to-head best record versus each other in the Border Conference. In the event of a tie, the NMAA tiebreaker procedure will be used.

**9.8.2 Basketball**

- **Practice Date** – Practice will begin on the Split Schedule date set by NMAA. A parent permission slip must be completed. A physical and proof of insurance is needed prior to practice commencing. **\*\*The District AD will provide said date at the beginning of each school year.\*\***
- **Game Limitations** –
  - a. Seventh grade: Each team or individual is limited to eighteen (18) total games. This includes regular season games and invitational tournament games.
  - b. Eighth grade: Each team or individual is limited to eighteen (18) total games. This includes regular season games and invitational tournament games.
- **Sport Specifics**
  - a. The basketball used by Middle Schools girls’ teams is 28 ½” in circumference and weighs 18-20 ounces. Maximum length of game time shall be as follows:

<b>Grade Level</b>	<b>Length of Quarter</b>
7 <sup>th</sup> grade	6 minutes
8 <sup>th</sup> grade	6 minutes

- A seventh-grade girl or boy will never play on an 8th grade team. (no exceptions).
- **Seeding**:- The seventh-grade seeding will be determined by the results of the four (4) middle school games. The team with the best record in city competition will be seeded #1, second best city record will be seeded #2 etc. In the event of a tie, the NMAA tie breaker procedure is used.

Location of Championship game will be determined by Principals/Athletic Coordinators/Athletic Director. Safety and supervision of all students is to be considered.

The eighth-grade city champion will be determined on the head-to-head best record versus each other in the Border Conference. In the event of a tie, the NMAA tiebreaker procedure will be used.

The David Mestas seventh (7<sup>th</sup>) grade Boys Invitational Basketball Tournament will always be hosted by Mt. View Middle School. The seventh (7<sup>th</sup>) grade girls’ tournament may be rotated to schools with two gyms.

**9.8.10 Track and Field**

**Practice** – Practice will begin according to NMAA guidelines.

**9.8. Soccer**

- **Practice Date** –upon completion of boys basketball, after a parent permission slip has been completed. A physical and proof of insurance is needed prior to practice commencing.
- Two (2) twenty-four (24) minute halves with an eight (8) minute half time period. Ten minutes on the field is allowed for warm up prior to game.
- Ties will stand except during playoff matches. Playoff tiebreakers will go directly to kicks from the penalty mark; best of five kick; if still tied, the one and one sudden victory kicks from the penalty mark.
- If one team becomes ahead by 10 goals in the second half, the match will be terminated (mercy rule). If the match is still in the first half, the match will end at the end of the first half.
- Clock will be stopped at scoring of goal, player citations/send offs, serious injuries, and as need by the referee.
- Any player sent off directly (red card) must leave the match and will not be replaced; team must continue a player short. Player will have to complete appropriate punishment as deemed appropriate by the coach and the District AD.
- Team or individual is limited to fourteen (14) games, regular season and tournaments

The Roswell Independent School District will comply with the New Mexico Equities Act of January 29, 1999, and will submit the New Mexico Equities Report by August 31 of each year as required by the Public Education Department of New Mexico.

Coaches will provide all information to be included in the report as requested by the District Activities Director.

The self-study report is available for review on both the PED website and the RISD website (Activities Department). Previous years' results are available.

Any questions or concerns, please contact the District Director of Activities 575-627-2515.

**Roswell Independent School District**

## **RISD ATHLETIC/ACTIVITY FORMS**

## **Section W**

- Disposition of obsolete, worn-out or un-usable tangible personal property policy 13-6-1
- Student Travel List Form
- Inventory Form
- Athletic Supply Check Out Form
- Fixed Asset Retirement Form
- Assistant Coach Evaluation Form
- Athletic Equipment Request Form
- Trip Ticket Form
- Student Release Form
- Activity Award Request Form
- Public Funds and Donation Form
- Travel Reimbursement Procedures/Form
- Equity Act Sports Roster Form
- Equity Data Form
- Guidelines for Varsity Participation Form