

BELEN CONSOLIDATED SCHOOLS ATHLETIC HANDBOOK



2016-2017

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I. Philosophy of Interscholastic Athletic Programs

The major goal of the interscholastic athletic program is to provide youth with the opportunity to develop maximum potential. The program provides for development of physical and mental skills through competitive athletics, which enhances the student personally and socially. Competitive athletics develops a pride in achievement; an appreciation of team effort, hard work, and fair play; and a respect for the abilities of others.

Interscholastic athletic programs are designed to provide opportunities to every student who is interested in athletics thus having the opportunity to participate and compete for positions. These positions are based on team attitude, desire to succeed, and performance. Through athletics, the student will gain a healthy respect for self and others, and learn diligence, achievement, and excellence.

A sound athletic program is based on sound educational principles. Every activity sponsored and supported by the Belen Consolidated Schools must be considered a phase of the educational process. If an athletic program does not serve district educational goals, the expenditure of either time or money is not justified.

Athletics are a privilege not a right. Students choose to participate and abide by the conditions set down by the Belen Consolidated Schools. **The privilege to participate can be taken away without evidentiary hearings or appeals beyond the Athletic Coordinator.** Under due process doctrine, there are no rights for participants in athletics.

General Policy for Athletics

1. Parent Meeting

To start the communication process, all coaches (including sub-varsity and middle school) must have a parents' meeting with all parents involved in their program, to explain expectations and answer questions. Invitations to attend contests, the distribution of schedules, and information about any expectations is essential. Coaches must account for information to **ALL** parents (including those not in attendance) and make sure they receive pertinent information involved with each season including but not limited to:

- Practice times
- Eligibility requirements and grade policies (NMAA and our academic accountability process.)
- Contract-This document must be signed by EVERY athlete and parent involved in your program. The contract states that the athlete and parent have read and agree to abide by the rules and expectations of the Belen High School Athletic program as stated in the handbook.

Parents with concerns should contact the coach directly, preferably after the athlete has had the opportunity to address the issue. Parents may then communicate with the athletic coordinator who will determine an appropriate course of action.

2. Athletic Medical Information

Coaches are responsible for the safety and well being of students under their supervision, and to ensure that all prospective participants, including managers and student athletic trainers, have the following information on file with the athletic trainer before any participation begins:

- Sports physical, including medical history and medical notifications.
- Proof of insurance.
- Consent to participate and authorization for medical services.
- Acknowledgment of injury risk.
- Substance abuse contract (if appropriate).
- Sports concussion paperwork.
- Contract for Parent/Athlete Handbook.

All Coaches are to have the properly signed authorization for medical services forms in their possession at all practices and contests.

All participants are required to inform coaches and/or athletic trainer when they have been injured. Coaches must report injuries to the athletic trainer and/or other appropriate individuals immediately upon occurrence. This may include parent, physician, nurse, athletic trainer, or administrator, depending on severity. Coaches are responsible for the care of athletes when away from home unless AT available. A coach will accompany any injured player to emergency room or Dr. Office. At a contest, the decision as to whether or not an injured player may return to action is made in conference with the athletic trainer and physician (if available). When an athlete has sustained an earlier injury and has seen a physician, the decision to continue practice or play in another contest shall be made by the athletic trainer, assuming there is no physician's statement restricting participation.

The team physician will make the final decision for continued play in the event of any injury to the athlete. This decision will over-ride any other decisions, including that of the coach, parent or other party. In the absence of the team physician, the athletic trainer will make this decision. In the absence of the athletic trainer, the head coach will make this decision.

Whenever an accident occurs, the coach/athletic trainer must complete an Accident Report Form available from the athletic office. The health services department will receive a copy.

All Coaches are required to communicate to all of their student athletes and parent/guardian the risks of severe bodily injury inherent in sports. This responsibility is to be fulfilled by exercising reasonable care for the protection of athletes. The coach is to provide proper conditioning and instruction in the necessary individual techniques as well as game participation skills to satisfy this responsibility.

All Coaches must complete the NMAA/NFHS training on concussions, and furthermore, follow all procedures in the diagnosis and treatment of concussions as out-lined by state stature SB1.

3. Athletic Trainer Responsibilities

Certified athletic trainers, also known as AT, are medical professionals that are experts in injury prevention, assessment, treatment, and rehabilitation, particularly in the orthopedic and musculo-skeletal disciplines.

a. Injury or Illness

- All athletes must report injuries or illness to the athletic trainer.
- Hours will be posted on the door of the athletic training room so that athletes may come in to have their injuries evaluated and treated.
- Should the injury require a physician evaluation, a phone call to the parents/guardians will be made by the AT.
- The AT will decide the participation status of the athlete with the advice of the medical practitioner.
- **If an athlete is injured or ill and a doctor visit or emergency medical services are needed the athlete must obtain a written release form from the attending medical practitioner and turn it into the AT before returning to practice/games.**

b. Accidents and Injuries

- When an athlete is injured and requires a doctor evaluation or emergency medical services and accident report form must be filled out by the AT. If the AT is not present or injury occurs on an away trip the head coach must fill out an accident report form and return to the Athletic Trainer within 24 hours of the injury.
- The AT must be notified about the injury as soon as possible by the head coach.
- If an athlete is injured on an away trip, a coach must accompany the athlete to the hospital or doctor's office, regardless if a parent is present.
- During a contest the decision to return an injured athlete to play is made by the AT and physician (if available).

c. Physical Forms

- It is the coach's responsibility to inform and ensure that all participants, including managers, have the following on file with the AT before **ANY** participation begins:
 - ✓ Medical Exam-done by a physician yearly.
 - ✓ Medical History-this includes any past injuries; medication the athlete may be taking, and any current medical conditions.
 - ✓ Proof of Health Insurance (BCBS, Presbyterian, Medicaid). In the event that the student does not have health insurance, parents must purchase the school health insurance plan, or the student CANNOT participate in athletics.
 - ✓ Consent to participate
 - ✓ Authorization of medical services-this is needed in the event that the athlete must be transported by ambulance.
 - ✓ Emergency Medical Notification
 - ✓ Acknowledgement of injury risk
 - ✓ A physical must be dated on or after April 1 to be current for the subsequent school year (i.e. April 1, 2016 for 2016-2017).
 - ✓ Coaches are to have copies of the emergency medical release and guardian information at all times. These will be given to all coaches by the AT pending all coaches turn in physicals on the first day of the official start date for every season. If a physical is turned in later than that the coach is responsible for making his/her own copies.

d. Athletic Trainer Coverage Expectations

- Assignments
 - ✓ All varsity football games: home and away.
 - ✓ Off-campus events: assigned by AD, by request of head coach, or to any state events.
 - ✓ On-campus athlete rehabilitation and treatment
 - ✓ On-campus varsity, JV, and C team events: where the host school is participating. Middle School if on High School campus.
 - ✓ On days the AT will be absent, the AT will inform in season coaches of routine and emergency treatment responsibilities
- School Vacations (i.e. winter break, spring break)
 - ✓ AT will be present for all games during these breaks. The AT will not be present for practices during these breaks if NOT notified with a practice schedule 24 hours in advance.

4. Sports Safety

The coach is to provide proper conditioning and instruction in the necessary individual techniques as well as game participation skills to satisfy this responsibility.

Coaches will include in their practice plan 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.

It is the required responsibility of the coach to report to the Athletic Coordinator or Administration, any athletic facilities sites, or equipment in need of repair.

5. Academic eligibility

A student shall have a 2.0 grade point average with no more than one (1) F, based on a 4.0 grading scale, or its equivalent, either cumulatively or for the six or nine week grading period immediately preceding participation. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the fall semester in order for the course to be utilized for eligibility purposes. (NMAA 6.2.1.A.1)

All class work counted for eligibility must be acceptable for graduation.

The GPA is based on a 4.0 scale with an allowance for consideration of honors points, if system is in place.

A part time student (enrolled in less than a full complement of classes), in order to be eligible to participate in athletics, must pass all of these classes and maintain a grade point average of 2.0 or better.

Other eligibility requirements:

Please reference Sections 6 and 10 of the NMAA Handbook for further explanations of requirements at the following website:

6. **Class Attendance and Participation**

School attendance is a major component of success in school as well as eligibility to participate in Belen athletics.

Student must attend class all day on day of practice or games to be eligible to participate in practice or games. The athletic coordinator may make rulings on special cases.

Unexcused absence(s) will result in a participant's disallowance to participate in that day's practice or event. If said participant has any **unexcused** absences during a single week (Monday through Saturday), that student may forfeit or have limitations placed on their right to participate in that week's and/or weekend's competition. Excessive **unexcused** absences from any class/practice may lead to being dropped or removed from the athletic team/extracurricular activities.

Please be advised that excused absences (see student handbook) may be evaluated by coaches to determine playing time and type of participation.

7. **Life of An Athlete**

The Life of An Athlete program was implemented to combat underage drinking among students in New Mexico. The primary focus of the Life of An Athlete is to teach high school student athletes about the dangers of alcohol, and other drugs, related to their athletic performance and life.

Entering Freshman (9th grade) and eighth graders participating in athletic sports at Belen High School will be required to complete the Life of An Athlete program before participating in athletics at Belen High School. Head Coaches will be responsible for implementing this program.

8. **Guidelines for Release from School**

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

Out of town competitions:

Travel times are calculated with an arrival time of 1 hour prior to the start of the competition, with the exception of football which is 1.5 hours prior to start of competition. Release from class will be 15 minutes prior to designated loading time. (Times may be adjusted with Athletic Coordinator approval).

In town competitions:

Release from class will be one hour prior to the start of the competition. (Times may be adjusted with Athletic Coordinator approval).

Student-athletes are expected to be in ALL classes on the day following out of town trips, regardless of return time. If the student-athlete chooses not to be in school the following day, the absence will be reflected based on the school attendance policy. The Athletic Coordinator can grant excusal from class in special situations.

9. **Dual Participation**

Participation on a non-school team in the same sport during the school season is discouraged. If a student chooses to participate on a school and non school team simultaneously, the school's middle school/sub-varsity/varsity event limit may not be exceeded cumulatively. See NMAA Bylaw 6.13.2 B.

10. Athletic Discipline

Participation in extracurricular activities/athletics is a privilege accorded to students and **not** a right. Every effort is made by the administration/coaching staffs to explain to the student-athletes that their behavior/image is constantly on display and this responsibility is of the highest importance.

It is the **RESPONSIBILITY** of the student-athlete and his/her parent(s) or court appointed legal guardian(s) to be familiar with the standards and consequences for student-athlete conduct, residency requirements, and eligibility guidelines.

STUDENT CONDUCT

All students are expected to model - "Compete with Class."

All students will follow all rules and/or guidelines of the Belen Consolidated Schools and the NMAA. The student Code of Conduct applies to school and athletic rules, policies, and regulations, as well as, city, state, and federal laws and statutes.

Prohibitions:

- Use or possession of alcohol, drugs, or steroids at all times. Use is defined as consuming and /or being under the influence of unauthorized chemicals/alcohol.
- Use of tobacco (all types) at all times.
- The commission of criminal or delinquent acts, whether at school or during non-school hours on or off campus
- Participation in or encouragement of any form of **hazing** of fellow student-athletes.
- Use of foul language, on and off the field of competition.
- If under indictment for a crime, the student-athlete will be ineligible to participate until adjudicated by athletic coordinator.

Social Network/Media (Facebook, Twitter, Texting, Email, and Other Forms)

- Student-Athletes are to refrain from "posting" statements, comments, photos, and other types of media, which may be construed as slanderous, libelous, personal attacks on other student-athletes and/or athletic personnel, or in any way disrupts the educational and/or athletic/extracurricular process.
- Student-Athletes are to refrain from "posting" statements, comments, photos, and other types of media, which may be construed as harassment (racial, gender, sexual, ability, etc.) of another individual.
- Student-Athletes and athletic personnel are to refrain from developing social networking relationships, beyond the normal and expected lines of professional communications (i.e. practice times and schedule changes, team announcements, excusal from practice or event, and etc.). Any program concerns should always be addressed in person.

A student-athlete or his or her parent(s) may obtain an explanation of any part of the Student-Athlete's Code of Ethics from a coach or the athletic coordinator.

An extracurricular activity student participant may be disciplined, including removal from the activity program, for violating rules governing prohibited or regulated activities. It is understood that it is impossible to have a regulation for every circumstance. Discretionary judgment by the Athletic Coordinator will be used in situations not covered by a specific written rule or guideline, and which endangers or appears to endanger the health or safety of students, school personnel, or the athletic/educational process. Within legal limits, disciplinary action may be taken against a student-athlete regardless of whether or not criminal charges are filed.

DUE PROCESS

- Any alleged violation of the Code of Conduct will be addressed by the Athletic Coordinator.
- Athletic Coordinator shall conduct a reasonable investigation of all allegations, with the extent and thoroughness of the investigation being determined by the severity of the allegation, the reliability and availability of evidence supporting or undermining the allegation, and to determine if NMAA rules were violated.
- If the alleged violation potentially involves a felony crime, sexual harassment, physical or mental abuse, or a violation of NMAA rules, the Athletic Coordinator will notify the Superintendent.
- All violations will be addressed by the Athletic Coordinator following the guidelines of the Belen School policies and procedures. Written notification as to the investigative process used, decision made, and disciplinary consequences taken shall be given to the Superintendent.
- Before determining or rendering a decision of an alleged violation, the Athletic Coordinator shall make a reasonable effort to permit the student to present his or her position regarding the allegation.
- If there is a reasonable suspicion or belief that the alleged violation did in fact occur, disciplinary action shall be determined by the Athletic Coordinator.
- The Athletic Coordinator shall provide written notice to the student and parent(s)/legal guardian(s) of the decision and/or the disciplinary actions to occur.

CRITERIA TO DETERMINE A VIOLATION OF THE CODE OF CONDUCT

- Criteria that shall be addressed by the Athletic Coordinator.
- Is the allegation directly in violation of the Belen Consolidated Schools stated guidelines for student behavior?
- Has due process been followed in addressing the problem with the student?
- Were other Belen Schools rules broken?
- Has the alleged violation been reported and received in a timely manner?
- Is the incident so recent that discipline by the school will still have effectiveness as a teaching and learning process?
- Is the conduct connected to the school or does it have negative implications toward the school?
- Is the nature of the conduct something other than a "status offense" – alleged offense committed but has no impact on the school or individual (i.e. speeding or reckless driving

ticket)? Or is the nature of the conduct a violation of any criminal laws?

CONSEQUENCES

- Accumulation of offenses in a school year
- Offenses committed as a participant or non-participant in school and extra-curricular activities shall count toward the accumulation.
- Any offense committed shall count toward the accumulation and is not offense specific.

Example: A student-athlete is caught skipping class – 1st offense
The same athlete is referred for excessive tardies – 2nd offense
The same athlete is caught cheating – 3rd offense

- Consequences shall be administered as the offense relates to the accumulation of offenses.

Suspension from Participation

- Suspension shall be enforced as follows:
 - ✓ In-season – Suspension shall begin immediately and continue through the designated length of the suspension. If suspension days overlap into a designated holiday/break or summer, the remainder of the suspension shall carry over to the next official school day or school year.
 - ✓ Off-season or summer period – Suspension shall begin at the start of the student's next official school day.
 - ✓ School day – is defined as the days within the BCS Approved School Calendar for attendance. This includes night and summer school.
 - ✓ Summer school days may not be used toward suspension days from athletic participation unless event occurred during summer school.
 - ✓ Athletic participation - The student is not allowed to participate in practices, attend games, meetings, or events that are associated with the extracurricular activity. This also includes fundraising activities and banquets.
 - ✓ Competition(s) - Designated as the next Belen Consolidated Schools scheduled and sanctioned day or days of competition in which the student is eligible to participate. The student is not allowed to play or participate in any or all games or events scheduled and sanctioned for that or those designated suspension day(s).
 - ✓ Substance Abuse Program - Some consequences for a violation of the Code require a student-athlete to attend the program. Providing all other areas of eligibility are attained, a student can be eligible while participating in the program. The student must participate in the first available class and remain in the program until completion. If the student quits after starting the program, he or she will become ineligible in any sport until the completion of the program. (Program will run four (4) weeks)

Athletic Consequences for Violation(s):

DURING SCHOOL YEAR, OFF-SEASON, OR ORGANIZED SUMMER ACTIVITY

First Offense

Disruptive Behavior/

Coach-athlete conference – notify and speak to parent about

Social Media Violation	behavior. *Nature of behavior may lead to suspension from event participation.
Tobacco	Warning – Coach-athlete conference – notify and speak to parent about behavior
Alcohol/Drugs/Steroids	Suspension from participation in sport for remainder of season – eligible for next sport.

Second Offense

Disruptive Behavior/ Social Media Violation	Athletic Coordinator/athlete/parent meeting – suspension based on nature of offense, a minimum of one event.
Tobacco	Athletic Coordinator/athlete/parent meeting – suspension for one event.
Alcohol/Drugs/Steroids	Athletic Coordinator/athlete/parent meeting - Suspension from participation - 90 school days and School Conference upon reinstatement after suspension.

Third Offense

Disruptive Behavior/ Social Media Violation	Athletic Coordinator/athlete/parent meeting – suspension based on nature of offense, a minimum of two events.
Tobacco	Athletic Coordinator/athlete/parent meeting – suspension for two events.
Alcohol/Drugs/Steroids	Permanent suspension from participation in any athletic activity for 180 school days.

VIOLATION OF ANY CRIMINAL STATUE

- A violation of any criminal statue (other than those previously listed for – tobacco, alcohol, drugs, or steroids) shall be regulated within the legal limits of the BCS. Rules of conduct shall be reasonable exercises of the school’s authority in pursuance of legitimate educational and related functions. Such acts include the crime of willful interference with the educational process of any school or activity in the district.
- Shall be in effect:
 - ✓ At all Belen schools and facilities.
 - ✓ Whenever the student-athletes are subject to control of any school authority.
 - ✓ Any time there is an alleged commission of a misdemeanor or felony by a student who is a participant in an athletic activity.

Athletic Consequences:

- Immediate suspension from participation pending the results of an investigation by the Athletic Coordinator.
- If there is reasonable suspicion or belief that the alleged violation did in fact occur, disciplinary action shall be administered by the Athletic Coordinator.

1st citation/referral offense - Suspension from participation in sport for remainder of season – eligible for next sport.

2nd citation/referral offense - Suspension from activity participation for **90 school days**.

3rd citation/referral offense - **Permanent suspension from participation in any athletic competition for the remaining high school career.**

- If there is a reasonable suspicion/doubt that an alleged violation did not occur **and** the legal authorities concur with this assessment; **then** the student participant may resume participation with the Principal's permission.
- If there **is a reasonable suspicion/belief** that the alleged felony did occur, disciplinary action shall be administered by the Athletic Coordinator, and the student-athlete will be **declared INELIGIBLE while under felony indictment or until the case is adjudicated** by Athletic Coordinator.
 - ✓ Student-athlete will be suspended from participation if they are found guilty of a felony charge for a calendar year.

If requested, the parent/guardian may have the violation of the Code of Conduct and consequence reviewed by the Superintendent or his/her designee. The request for the review must be made in writing to the athletic coordinator and Superintendent of Schools within five (5) working days after the initial decision.

The Superintendent or his/her designee shall review the athletic coordinator's decision in light of the provisions in the Athletic Handbook and issue a decision in writing within ten (10) working days of the written request for a review.

If requested, the parent/guardian may have the violation of the Code of Conduct and consequence reviewed by the Board of Education. The request for the review must be within five (5) working days after the decision by the Superintendent or his/her designee. The Board of Education will respond to the review within fifteen (15) working days.

11. Cutting Guidelines and Size of Teams

Choosing the members of the athletic team is the sole responsibility of the coaches of those teams.

All student-athletes must be eligible, academically and, as otherwise stated in Sections 6 and 10 of the NMAA Handbook, to participate in try-outs. Student-Athletes may be denied the opportunity to participate in the try-out period based on previous disciplinary issues.

Prior to trying out, the coach will provide the following information to all team candidates:

- The length of the try out period – Minimum of Three (3) practices.
- The criteria to be used to select the team.
- The number to be selected.
- Commitment necessary to participate.
- Length of season

Coaches may make the first "cut" only after try-outs. No reduction in team size will occur until at least Three (3) practices have been completed.

Cutting may be appropriate and necessary at any level grade 7th-12th.

When a team cut becomes a necessity, the coach shall follow the following process:

- Each candidate must have competed in a minimum of four (4) practices.

- The coach shall personally and privately inform each candidate cut the reason for the action. Posting of team list shall be considered acceptable after the communication with each cut candidate.
- Inform the Athletic Coordinator if the coach foresees difficulties arising from or as a result of the cutting procedure.

Size of squads: At all levels, retain only the number of players who can be given proper levels of attention in practice and in contests.

In the 7th and 8th grades, coaches should emphasize participation and the development of fundamentals and techniques. All members should be involved in competitive play when the situation allows. Playing time should be granted in every event based on the meeting of program expectations.

In the 9th and 10th grades, playing time should be given to as many players as possible in order to afford the late-developer a chance to emerge. If a player is suited out for competition, playing time should occur at the discretion of the head coach. Emphasis on fundamentals and techniques is important.

At the varsity level, coaches are encouraged to substitute when it is apparent the game is either won or lost. High school teams strive to build strong, competitive teams in which participants, other students, parents, and the school community can be proud. Participation is not assured squad members at this level; ability to perform is the primary determinant.

12. In-Season Practice

Coaches are to notify the participants and the athletic office of practice schedules and ensure everyone is aware of the procedure to change practice for bad weather or other reasons.

No formal team practice shall occur between the last game of a team's season and the first NMAA authorized date of the following season.

No formal practices or team meeting may be held on Sunday, Thanksgiving Day, or Christmas Day unless in a special circumstance as approved in advance by the Athletic Coordinator.

On in-service days, when school is dismissed early, practice may be scheduled and handled by contract coaches. All teacher/coaches must be in attendance at in-service workshops.

All practices will be concluded by 7:30 PM unless cleared with Athletic Coordinator.

13. In-School Off-season

Please refer to Section 7 and the following citation of the NMAA Handbook:

www.nmact.org

NMAA Citation 7.4.4

14. Summer Off -Season

Summer activities are under the guidance of the local school/school district.

Pursuant to the March 7, 2007 ruling of the Board of Directors, it is encouraged that each member school shall observe a two-week moratorium, or two (2) seven-day “no-contact” periods in the summer during which time no coaching, written lesson plans or workout schedules, training, open gyms, in-state or out-of-state travel can occur.

- The Athletic Coordinator will decide when the district will apply the two-week period.
- Participation must not be restricted by financial status of the student.
- Participation in a camp or recreation program outside the conventional school year and/or during the summer cannot be a requirement for participation in the regular sports season.
- The Belen Athletic department will not be financially responsible for any transportation needs during the summer off-season.

15. Coaches Licensure and Certification

Licensure in Athletic Coaching – Effective July 1, 2006

Required for all athletic coaches including cheer, dance and drill, (head/assistant, paid/volunteer), for grades 7-12.

Levels of Certification

- Temporary NM PED Athletic Coaching License (Term – 1 academic year)
 - ✓ High school graduate or equivalent
 - ✓ Complete and submit application form and fees
 - ✓ Complete and submit fingerprint documents for background check (Unless already completed for PED licensure)
- Level 1 NM PED Athletic Coaching License (Term – 3 academic years)
 - ✓ High school graduate or equivalent
 - ✓ Complete and submit application form and fees
 - ✓ Complete and submit fingerprint documents for background check
 - ✓ Verification of completion of NMAA Coaches Training Program (Unless already completed for a temporary coaching license or another PED license)
- Level 2 NM PED Athletic Coaching License (Term – 9 academic years)
 - ✓ Complete and submit application form and fees
 - ✓ Possess a valid Level 1 license with 3 years of athletic coaching experience
 - ✓ Submit verification of competencies form
- Level 3 NM PED Athletic Coaching License (Term – 9 academic years)
 - ✓ Complete and submit application form and fees
 - ✓ Possess a valid Level 2 license with at least 3 years of athletic coaching experience at Level 2
 - ✓ Submit verification of competencies form
 - ✓ Complete and submit verification of one of the following:
 - Possess a NM teaching license with an endorsement in Physical Education
 - Hold an undergrad/grad minor in coaching (24 semester hours) from a regionally accredited college or university
 - Complete an advanced coaching principles course approved by PED (ASEP

Coaching Principles)

- ✓ Complete and submit verification of a course in first aid, sport first aid, or athletic training
- ✓ Complete and submit verification of CPR training
- Continuing Licensure at Level 2 or 3 (Term – 9 academic years)
 - ✓ Complete and submit application form and fees
 - ✓ Submit verification of competencies form
- For information On Licensure - contact BCS Human Resources department or NMPED Licensure Dept. at 505.827.6587 or www.ped.nm.us. (password for online licensure test – **good coach**)
- For Information on Coaches Education - contact the NMAA at 505-923-3110 or www.nmact.org

16. Coaching Application Process

Letter of Interest and Resume

District Application

Coaching License (Public Education Department)

FBI Background Check

Substance/Child Abuse Training

- Reporting Child Abuse
- Drug Free Work Place

Sexual Harassment Training

Concussion Training

Middle Schools – Need “HEP B Form”

Upon signing contract or letter of intent applicant will be required to take a drug test.

17. Coaches Employment and Guidelines

Employment

- With those employees hired because of exceptional skills or expertise as a coach and licensed school instructor, it is understood that the employee has been employed to perform both instructional and extracurricular duties and that the contract is not severable or divisible as between these functions. The provisions of the contract apply to both instructional and extracurricular duties. Cause sufficient to justify termination or discharge may be found in any area of responsibility of the employee, pursuant to statutes and the Public Education Department regulations.
- Any renewal contract shall include this special addendum, and failure of the employee to execute this addendum annually shall be considered in all respects as failure to sign the contract.
- If the employee terminates the employee’s extracurricular duties, then the employee shall be considered as having terminated instructional duties as well and the contract shall thereupon be terminated.

- If the school district terminates the employee’s extracurricular duties, this action shall be considered separate and apart from the termination or discharge from instructional duties. When the school districts initiates the termination of extracurricular duties, the termination or discharge from instructional duties shall be made pursuant to statute and Public Education Department regulations

Coaches are considered to be “AT WILL” employees. Coaches are hired with a seasonal contractual agreement with the BCS district. In simple terms this means the contract expires at the end of the season. No coach has any objective expectancy of reemployment, and no contract entered into pursuant to this section shall be construed employment pursuant to a subsequent contract, including a winning season. Athletic coaches shall be assigned annually to coaching duties. Non-renewal of a coaching assignment, for any reason, can be recommended by the Athletic Coordinator. **Coaches do not attain tenure.**

18. Authorization to Begin Coaching Duties

A coach or volunteer may not coach or be in contact with athletes during in-season, off-season, summer programs, or the school district approved athletic classes until he or she has been cleared by the Human Resource Department to begin the coaching assignment.

19. Evaluation Process for Coaches

The purpose of the evaluation is to provide a method for appraising coaching performances in a variety of different areas. This process will:

- Recognize and reinforce outstanding coaching;
- Mark accomplishments and note areas where improvement is needed;
- Develop a plan of improvement for coaches who are not meeting expectations;
- Determine whether continued assignment is warranted.

Coaches will be evaluated on the following criteria:

- Coaching performance
- Practice and game management
- Organizational duties
- Communication

Head coaches will be evaluated by the Athletic Coordinator at the conclusion of the season for each sport he/she is coaching. The Athletic Coordinator shall have an evaluation conference with the coach during a scheduled time within a four (4) week period at the conclusion of the coach's contract period.

- The head coach shall sign the evaluation form denoting that the supervisor has reviewed the evaluation with the employee and the employee has received a copy, but the signature shall not imply concurrence with the findings.
- The head coach has the right to include a written statement as an addendum to the evaluation. The addendum must be completed and submitted to the supervisor within five (5) days of the conference.
- Evaluations shall be submitted to the Human Resource department with a copy to building principal at the end of the evaluation time line.

The assistant coaches will be evaluated by the head coach. The written evaluations shall be completed within four weeks of the conclusion of the coaches' contract period as determined by the NMAA.

Performance Improvement Plan for Head Coaches (PIP)

- A performance improvement plan shall be developed by the athletic coordinator when a head coach's performance is unsatisfactory in an area of coaching responsibility.
- The performance improvement plan shall designate how the employee shall meet performance criteria. The improvement plan shall:
 - ✓ Identify the deficiencies;
 - ✓ Specify the corrective action to remediate the deficiency (ies);
 - ✓ Contain the time frame for monitoring and deadlines for meeting the criteria;
 - ✓ In no case shall an improvement plan be for more than one semester in length;
 - ✓ After an employee has successfully corrected deficiency (ies), the employee must continue to demonstrate improvement.

20. Supervision

All coaches will:

- Provide a safe environment for practice and games.
- Remain in the locker room, field house, gym, or school drop point until all students have proper transportation home.
- **SUPERVISE, SUPERVISE, AND SUPERVISE.**

21. Professional and Other Leave

Athletic coordinator must approve all professional leave for games, meets, tournaments, and /or professional development prior to request for substitute. Approval will then be passed on to Principal's designee for their approval and calling of substitute.

As with student-athletes, teacher-coaches are expected to be in class following out of town trips. Coaches are also expected to lead by example in regards to workplace (teachers) commitments and practice attendance.

22. Transportation

The district provides round trip transportation for all out-of-town contests including those multiple day events in which a team will be traveling to and from. This is the only method allowed for players and coaches. All Head Coaches will ride with team. Return with parents may occur only if the parents or guardians provide the Head Coach with written authorization **Release of Liability** form and only after the completion of the event whether single or multiple day events. Travel must be with Parent/Guardian only.

Coaches should not transport students except in cases where failure to do so would be considered inadequate supervision. These situations are rare.

All requests for school transportation (including cars, buses, and the suburban) must come through the athletic office before any contact is made with the transportation department.

23. Financials

All individual sports operational budgets will be based on inventory lists and conversations with Athletic Coordinator. This information will be used to justify purchase of equipment and supplies. These budgets are exclusive of years when uniforms are being bought for individual programs on rotation. Coaching clinic, tournament, memberships, and special fees your program incurs are also included in your budget. If there are special needs, those need to be addressed, in writing with a justification, to the Athletic Coordinator.

Meals

- School meals will be provided on trips greater than 100 miles. The number of school meals provided will be determined by distance of travel and/or time and/or format of events. Any additional arrangements for meals can be made with the Athletic Coordinator **prior** to departure.

Lodging

- The athletic office must approve any overnight trip one month (30 days) in advance of trip.
- Lodging for over-night trips (tournaments that are 2-3 day events) will only be provided when a trip exceeds 125 miles one way. Ratio of rooms to athletes and coaches will be minimum 4 to 1 room.
- Middle School, JV, and C-Teams **will not** be granted overnight travel/accommodations.

All out of state travel (if requested) will require approval of Athletic Coordinator and Belen School Board and will be subject to budgetary restraints and fiscal policies. Out of state travel must be approved two months (60 days) in advance of trip. Accommodations, travel, meals, and the costs associated with the total or partial costs or out of state travel will **not** be provided unless approved by the Athletic Coordinator and the Belen School Board.

All teams qualifying for state competition will follow same travel policies as stated above. Meals for state competitions will be provided based on the nature of the event.

Rosters of athletes and coaches attending any out of town tournament (overnight or otherwise) will be restricted to those who are directly connected to that team. All rosters and coaches must be approved by the Athletic Coordinator 3 days prior to departure of trip.

Receipts must be turned into athletic office within one (1) day of return from trip. It is the head coach's responsibility to make sure all receipts are turned in for his/her respective program (including C, JV, and Middle School programs).

Purchase Orders

- Coaches utilizing the school Purchase Orders for meals will be held to the \$8.00 allotment per athlete and coach (tip not included).

Individual Activity Accounts

- These accounts may be utilized at discretion of the head coach after consultation with

Athletic Coordinator.

24. Equipment Inventory

The inventory of equipment is very important. This helps determine the needs of the program for the coming years.

Each Head Coach shall take responsibility to insure that all uniforms and equipment are well cared for.

Each Head Coach will develop a procedure to inventory all equipment, uniforms, supplies, and any other materials necessary for the program.

Coaches and athletes must take responsibility for returning all equipment checked out.

The Athletic Coordinator will be responsible for an internal audit of all inventories for each athletic program at the conclusion of each season.

25. Uniform Rotation

The rotation for uniform purchases shall be as follows:

**Belen Consolidated Schools
Athletic Uniform Rotation Schedule**

The following schedule would be implemented in the fall of 2011. The dates provided are when the uniforms are to be ordered. This schedule will be strictly adhered to. This does not include replacement of individual uniforms due to loss or wear and tear. That expense would come out of each individual sport's and/or activity budget. **Uniforms need to be ordered at least one sports season ahead of time. For example, football would need to be ordered in the previous spring. Track or softball would need to be ordered in the previous fall.**

Uniforms are set up on a four year rotation plan beginning with either the Next Purchase Date or the Last Purchase Date.

Sport	Last Purchase Date	Next Purchase Dates
Baseball (HS)	Spring 2011	Fall 2014, 2018, 2022
(MS)	Fall 2013	Fall 2017, 2021, 2025
Basketball (HS Boys)	Fall 2011	Fall 2015, 2019, 2023
(MS Boys)	Fall 2011	Fall 2015, 2019, 2023
Basketball (HS Girls)	Fall 2010	Fall 2014, 2018, 2022
(MS Girls)	Fall 2011	Fall 2015, 2019, 2023
Cheerleading	Summer 2011	Summer 2015, 2019, 2023
Cross Country	Spring 2013	Spring, 2017, 2021, 2025
Football (HS)	Spring 2013	Spring 2017, 2021, 2025

(MS)	Fall 2012	Spring 2015, 2019, 2023
Golf	Fall 2010	Fall 2013, 2017, 2021
Soccer (Boys)	Spring 2011	Spring 2015, 2019, 2023
Soccer (Girls)	Spring 2009	Spring 2013, 2017, 2021
Softball (HS)	Fall 2013	Fall 2017, 2021, 2025
(MS)	Fall 2013	Fall 2017, 2021, 2025
Tennis	Fall 2012	Fall 2016, 2020, 2024
Track (HS Boys/Girls)	Fall 2010	Fall 2014, 2018, 2022
(MS Boys/Girls)	Fall 2010	Fall 2014, 2018, 2022
Volleyball (HS)	Summer 2011	Spring 2015, 2019, 2023
(MS)	Spring 2013	Spring 2017, 2021, 2025
Wrestling (HS)	Fall 2013	Fall 2017, 2021, 2025
(MS)	Fall 2013	Fall 2017, 2021, 2025

26. Quitting/Changing/Dismissal from a Sport

A student-athlete who quits a sport will not be allowed to start another sport until that particular in season sport season is over or he/she has a written release by the coach who is in season. The release must be approved by the Athletic Coordinator.

A student-athlete who is dismissed from a sport for discipline reasons will not be allowed to start another sport until that particular in season sport season is over.

27. Ejection from an Event

If the athlete/coach is ejected from an event, the athlete/coach may not participate in the next event. Players/coaches ejected will be subject to NMAA sanctions and reinstatement requirements.

28. Media

Each coach is responsible for distributing rosters and other contest information. Call in the results; it is worth the time and effort. Positive media communications are essential.

- Belen News Bulletin
- Albuquerque Journal
- New Mexico Activities Web Site
www.nmact.org

29. Feeder Programs

It will be the Head Coach's responsibility of each sport at Belen High School, which has a feeder program at the Belen Middle School, to institute their program at the middle school.

This shall include two or more coaches meetings each year with the middle school coaches. The middle school coaches shall be included in any meetings deemed necessary by the Head Coach.

The workshops shall be such that the middle school coaches are in continuity with the high school programs.

It is imperative that the middle school programs:

- Teach the same terminology as used by the high school programs.
- Run the same base offenses and defenses that the high school programs are using.
- Teach the basic skill techniques that the high school programs are teaching.

Athletic Coordinator and Middle school principal are encouraged to involve High School Head Coaches in the hiring process of their coaches.

30. Booster Clubs

Booster clubs are designed to support the school program, not an individual student-athlete. Support may be financing as well as organizing and running events for the program (banquets, decorating locker rooms and buses, etc.). **Membership in the booster club shall not be mandatory in order for a student to participate in the sport or activity.** The coach, through try out procedures, shall determine participation in an activity or sport. We encourage, but not require, all parents of participants to get involved in the booster club as the program benefits from your involvement.

Booster clubs will be run as an activity account at Belen High School or as a non profit account (501-c). All fund raising activities must follow Belen Consolidated Schools policy on fund raising. These funds are placed in an activity account or a non-profit bank account specific to that program. Money raised by adults and not in any way handled by students, should be deposited with Athletic Secretary into the activity account for the amount of the fundraiser, any portion thereof to be placed in the activity account specific to that program or a non-profit bank account. Items purchased from the booster club's activity account or from the non-profit bank account for the program would be considered donated to the school.

Receipts must be deposited within 24 hours or the next business day. Two persons should count and verify the receipts. Each check should be listed separately on the bank deposit slip to provide a deposit record of each donation by check.

Written receipts should be given to each cash donor. Checks written will serve as the donor's receipt.

The account books must be kept up to date. All receipts and checks written should be recorded so that a running balance of funds available is always current.

The bank reconciliation should be done monthly and the books should balance with the bank. A second person should review the bank reconciliation and initial that they have done so.

At year-end, an accounting committee should review the account books and make a written report to the organization. **Final financial written report is to be turned into the Athletic Office no later than May 31st of each fiscal year.**

A copy of the minutes for each booster club meeting is to be submitted to the Athletic Office.

It is imperative that coaches understand the consequences of donations by their booster clubs to a specific activity account and how it affects Title IX.

31. Conditions for Athletic Participation

Please refer to Sections 6 and 10 of the NMAA Handbook for NMAA conditions for athletic participation.

Please refer to previous Sections 2, 5, and 9 of this Athletic Handbook for references to paperwork and other requirements for eligible participation.

A student-athlete may not participate until all items have been completed and the Athletic Trainer has cleared the student-athlete to begin participation.



**STUDENT-ATHLETE
CODE OF CONDUCT
IN SUPPORT OF PURSUING VICTORY WITH HONOR
CONDITIONS OF ATHLETIC PARTICIPATION**

Participation in extracurricular activities/athletics is a **privilege accorded to students and not a right**. Every effort is made by the administration/coaching staffs to explain to the student-athletes that their behavior/image is constantly on display and this responsibility is of the highest importance. It is the **RESPONSIBILITY** of the student-athlete and his/her parent(s) or court appointed legal guardian(s) to be familiar with the standards and consequences for student-athlete conduct, residency requirements, and eligibility guidelines.

STUDENT CONDUCT

All students are expected to model - "COMPETE WITH CLASS."

All students will follow all rules and/or guidelines of the Belen Consolidated Schools and the NMAA. The student Code of Conduct applies to school and athletic rules, policies, and regulations, as well as, city, state, and federal laws and statutes.

Prohibitions:

- Use or possession of alcohol, drugs, or steroids at all times. Use is defined as consuming and /or being under the influence of unauthorized chemicals/alcohol.
- Use of tobacco (all types) at all times.
- The commission of criminal or delinquent acts, whether at school or during non-school hours on or off campus
- Participation in or encouragement of any form of **hazing** of fellow student-athletes.
- Use of foul language, on and off the field of competition.
- If under indictment for a crime, the student-athlete will be ineligible to participate until adjudicated by athletic coordinator.

Social Network/Media (Facebook, Twitter, Texting, Email, and Other Forms)

- Student-Athletes are to refrain from "posting" statements, comments, photos, and other types of media, which may be construed as slanderous, libelous, personal attacks on other student-athletes and/or athletic personnel, or in any way disrupts the educational and/or athletic/extracurricular process.
- Student-Athletes are to refrain from "posting" statements, comments photos, and other types of media, which may be construed as harassment (racial, gender, sexual, ability, etc.) of another individual.
- Student-Athletes and athletic personnel are to refrain from developing social networking relationships, beyond the normal and expected lines of professional communications (i.e. practice times and schedule changes, team announcements, excusal from practice or event, and etc.). Any program concerns should always be addressed in person.

It is understood that it is impossible to have a regulation for every circumstance. Discretionary judgment by the Athletic Coordinator will be used in situations not covered by a specific written

rule or guideline, and which endangers or appears to endanger the health or safety of students, school personnel, or the athletic/educational process. Within legal limits, disciplinary action may be taken against a student-athlete regardless of whether or not criminal charges are filed.

A student-athlete or his or her parent(s) may obtain an explanation of any part of the Student-Athlete's Code of Ethics from a coach, the school's Athletic Coordinator, or the school district's athletic administrative office.

Any infraction of this Student Conduct Policy during the season requires disciplinary action, which may include but is not necessarily limited to enforcement of district sports contract with student-athletes and parents, notification of parents, notification of legal authorities, suspension from athletic team, suspension or expulsion from school, and prosecution by civil authorities, or other disciplinary action as deemed appropriate by the coach, principal, or Athletic Coordinator.

(Student-Athlete signature)

(Date signed)

(Parent Signature)

(Date signed)

(Head Coach Signature)

(Date signed)



**BELEN HIGH SCHOOL
STUDENT RELEASE FORM
ATHLETIC TRIPS**

TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN

ATHLETIC EVENT _____

DATE AND TIME OF STUDENT RELEASE _____

I have read and discussed with the student this athletic regulation.

I hereby give my consent for _____ to
accompany his/her parents or legal guardian after an athletic event on
_____ (Date of Athletic Event.)

I also agree not to hold the school or anyone acting in its behalf responsible for any injury
or death occurring to the above student in the company of such an activity or travel.

The above named student is covered by medical insurance provided by
_____ which will cover the cost of medical care resulting
from injury or death.

(Parent signature)

(Date signed)

(Head Coach)

(Date signed)

Policy for Athletic Trips

1. Student athletes must travel to and from all school athletic events under the security/control of a sponsor and in transportation provided by the school. (as per Belen High School Student Handbook (2014-2015))
2. **Student athletes may be released to the custody of their parents/guardians only.**
3. Each student athlete and parent must fill out the necessary form.
4. The form requires the signature of the parent/guardian picking up the student and Head Coach.



STUDENT-ATHLETE/PARENT AGREEMENT

The student-athlete agrees to:

1. Abide by the "Student-Athlete's Code of Conduct" and "Compete with Class," and all school rules and county and state laws.
2. Pledge to be positive about his or her athletic experience and accept responsibility for his or her actions.
3. Seek academic help if grades are poor.
4. Maintain scholastic eligibility (Comply with NMAA Guidelines).
5. Create, maintain, and promote team morale and high ideals of sportsmanship.
6. Be sincere, loyal, and committed to the school, team, and community.
7. Be a positive role model for others.
8. Dress properly at school, observe proper etiquette, and respect others.
9. Be responsible for all issued equipment and return equipment at the end of the season.
10. Encourage parents to be involved with your team and your athletic experience in a positive and supportive manner.

I, the student-athlete, acknowledge that I have read the terms of this Code of Conduct. I agree to conduct myself according to the terms of this Code of Conduct. I also understand and agree that if I **CHOOSE** to violate any of the terms of the Code of Conduct, **my CURRENT or FUTURE participation in interscholastic athletics may be limited or terminated in addition to penalties or consequences that may result or be imposed for the violation under Belen Consolidated Schools rules and policies or under civil or criminal laws.**

Student-Athlete's Signature: _____ Date: _____

PARENT AGREEMENT

I/we, the parent(s) or guardian(s) of the student-athlete, acknowledge that I/we have read the terms of this Code of Conduct. I/we agree to conduct myself/ourselves according to the terms of this Code of Conduct. I/we also understand and agree that if my/our son/daughter **CHOOSES to violate any of the terms of the Code of Conduct, his/her CURRENT or FUTURE participation in interscholastic athletics may be limited or terminated in addition to penalties or consequences that may result or be imposed for the violation under Belen Consolidated Schools rules and policies or under civil or criminal laws.**

Parent or Court Appointed Legal Guardian Signature:

Date: _____



**PARENT OR COURT APPOINTED LEGAL GUARDIAN
CODE OF CONDUCT
IN SUPPORT OF “COMPETE WITH CLASS”
CONDITIONS OF ATHLETIC PARTICIPATION**

The purpose of the Parent or Court Appointed Legal Guardian Code of Conduct is to develop positive parental support and positive role modeling for our student athletes and athletic programs. Parents and court appointed legal guardians; you are an integral part of this process.

EXPECTATIONS:

1. Provide positive support encouragement to my student-athlete, his or her team, coaches, and school.
2. Provide positive support and encouragement to the visiting team, their coaches, and school.
3. Display positive behavior and attitude at all athletic contests, regardless of the outcome.
4. Respect the position, professionalism, and decision-making of the game official(s).
5. Refrain from the use of foul language.
6. Refrain from yelling or criticizing any student-athlete, coach, or team.
7. Refrain from interfering with the coach.
8. Willing to let the coach be responsible for my son or daughter during practice, games, and team related activities.
9. Refrain making derogatory comments to players, other parents, game officials, or school administrators.
10. Assist in providing for student safety and welfare.
11. Sign and submit, with accurate information, all required “Participation Forms” to the Head Athletic Trainer.
12. Will not allow my son or daughter to change schools because of a conflict with a coach.
13. Will not circumvent rules or guidelines of the Belen Schools or the New Mexico Activities Association.

SOCIAL NETWORKING/MEDIA (Facebook, Twitter, Texting, Email, and Other Forms):

1. Parents and/or guardians are to refrain from “posting” statements, comments, photos, and other types of media, which may be construed as slanderous, libelous, personal attacks on other student-athletes and/or athletic personnel, or in any way disrupts the educational and/or athletic/extracurricular process.
2. Parents and/or guardians are to refrain from “posting” statements, comments photos, and other types of media, which may be construed as harassment (racial, gender, sexual, ability, etc.) of another individual.
3. Parents and/or guardians and athletic personnel are to refrain from developing social networking relationships, beyond the normal and expected lines of professional communications (i.e. practice times and schedule changes, team announcements, excusal from practice or event, and etc.). Any program concerns should always be addressed in person.

The parent or guardian agrees to:

1. Abide by the “Parent or Court Appointed Legal Guardian Code of Conduct” and the tenants of “COMPETE WITH CLASS”
2. Encourage my son or daughter to abide by the “Student-Athlete Code of Conduct” and the tenants of “Pursuing Victory with Honor.”
3. Encourage good sportsmanship by demonstrating positive support for all players, coaches, and game officials.
4. Be supportive of my son or daughter’s athletic program.
6. Encourage my son or daughter to attend all classes on a regular basis and to excel academically.
7. Inform my son or daughter of the dangers and discourage the use of illegal drugs, alcohol, steroids, or tobacco.
8. It is the policy of the Belen Schools Athletic Department **that grievances should not be addressed during or immediately after any practice or athletic contest.** If a situation arises where a parent or guardian wishes to meet with a coach or address a specific issue or complaint, the following steps should be followed:
 - a. Request a meeting at school with the coach;
 - b. If the problem is unresolved, arrange an appointment with the district Athletic Coordinator and the coach.

I/we, the parent(s) or court appointed legal guardian of the student-athlete, acknowledge that I/we have read the terms of this Parent/Court Appointed Legal Guardian Code of Conduct. I/we agree to conduct myself/ourselves according to the terms of this Code of Conduct. I/we also understand that **if I/we choose not to follow the terms of this Code of Conduct we may be banned from any further athletic activities.** I/we also understand and agree that, if my/our son or daughter **CHOOSSES** to violate any of the terms of the Student-Athlete’s Code of Con duct, **his/her CURRENT or FUTURE participation in interscholastic athletics may be limited or terminated in addition to penalties or consequences that may result or be imposed for the violation under Belen Consolidated School rules and policies or under civil or criminal laws.**

Parent or Court Appointed Legal Guardian Signature: _____

Date: _____