
2025-2026 ATHLETIC/ACTIVITIES HANDBOOK



2025-2026
HATCH VALLEY PUBLIC SCHOOLS
ATHLETIC DEPARTMENT

HATCH VALLEY PUBLIC SCHOOLS 2025-26 ACTIVITIES & ATHLETICS HANDBOOK



In understanding the importance that Athletics plays in the educational process. It is our goal to support the Vision of the Hatch Valley Public Schools.

All Students and Staff Empowered to Succeed

We believe in building relationships to improve our students' quality of life.

We accomplish this by cultivating life skills and career readiness through the following:

1. Understanding and practicing worthwhile work,
2. Being in control of achieving personal goals,
3. Encouraging and supporting others,
4. Staying positive and leading by example, and,
5. Being graceful under pressure.

Come engage with us!

Con el corazón de oso.

It is important to remember that the skills both on and off the field of play directly correspond to the beliefs we hold true as a district.

1. Understanding and practicing worthwhile work - Make practices about getting better, make your team practices mean something
2. Being in control of achieving personal goals, - Set goals for players that focus on improvement
3. Encouraging and supporting others - Create a lasting team bond that will lead to positive interactions
4. Staying positive and leading by example, an - Learn that we must demonstrate what we want from our athletes.
5. Being graceful under pressure. – Win or lose, we always conduct ourselves with integrity and respect for our opponents and the game we are playing.

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Con el Corazon de Oso – Play with the heart of a Bear!!

General Athletic Information 2025-20264

FALL SPORTS:

Boys Soccer	Varsity & JV	Coach Omar Hernandez
Girls Soccer	Varsity & JV	Coach Vicente Zamora
Volleyball	Varsity, JV, C-Team, 8th & 7th grade	Coach Samantha Avalos
Football	Varsity, JV & Middle School	Coach Manny Rodriguez

WINTER SPORTS:

Girls Basketball	Varsity, JV, C-Team, 8th & 7th grade	Coach Reagan Dunnahoo
Boys Basketball	Varsity, JV, C-Team, 8th & 7th grade	Coach David Phillips
Boys & Girls Powerlifting	Varsity	Interim Delainy Sanchez

SPRING SPORTS:

Track	Varsity & Middle School	OPEN
Softball	Varsity & JV	Interim Stacy Martinez
Baseball	Varsity & JV	Coach Mark Thompson

YEAR-ROUND SPORT:

Cheerleading	Coach Maria Gomez
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ACTIVITIES:

Educators Rising	Ms. Gomez & Mrs. Trujillo
FFA	Mr. Duran & Ms. Nials

Science Olympiad	Mr. Hernandez
Student Council	Ms. Sanchez

DISTRICT INFORMATION

SCHOOL BOARD:

President	Rey Gonzalez
Vice President	Joaquin Legarreta
Secretary	Christopher Montez
Member	Elva "Cuca" Garay
Member	Richard Marquez

HATCH VALLEY PUBLIC SCHOOL LEADERSHIP:

Superintendent	Michael Chavez
Director of Finance	Sheila Offutt
Athletic Director	Fernando Sanchez
HVPS Athletic Administrative Assistant	Angel Alvarado
HVHS Principal	Brandy Holguin
HVHS Asst Principal	Fernando Sanchez
HVHS Administrative Assistant	Diana Rodriguez
Principal HVMS	Amber Perry
Asst Principal HVMS	Latishia Zamora
HVMS Administrative Assistant	Amanda Avalos

SCHOOL INFORMATION:

Hatch Valley Public Schools	204 Hill St. / PO Box 790
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	Hatch, NM 87937 575-267-8200
Hatch Valley High School	170 E Herrera Hatch, NM 87937 575-267-8230
Hatch Valley Middle School	901 E Herrera Hatch, NM 87937 575-267-8250

SECTION 1: GOVERNING RULES AND GUIDELINES

1.1 HATCH VALLEY ATHLETICS & ACTIVITIES WILL BE GOVERNED BY THE FOLLOWING

1. Hatch Valley Athletics & Activities will adhere to all NMAA rules and guidelines. NMAA Handbook can be found at www.nmact.org: [NMAA HANDBOOK](#)
2. Hatch Valley Athletics & Activities and all its members will abide by all federal, state, and local laws and statutes.
3. Hatch Valley Athletics & Activities will adhere to all HVPS rules and guidelines.
4. It is the responsibility of the student-athlete and his or her parent(s) or court-appointed legal guardian(s) and athletic personnel to understand and comply with all rules and regulations.
5. It is the expressed policy and purpose of HVPS to provide educational and employment opportunities without regard to race, color, creed, sex, ethnicity, national origin, religion, age, ancestry, disability, or any other prohibited basis, in conformity with laws of the United States and the State of New Mexico.
6. All decisions not administered or decided on by the State, NMAA, or Board Policy will ultimately be decided upon by the Superintendent, his or her designee, or the Athletic Director regarding Athletics and Activities.
7. The HVPS Athletics & Activities Department will try to create a healthy and safe environment for the athletes, Coaches/Sponsors, staff, opponents, and fans at every athletic event and practice.
8. Any item, situation, or occurrence not clearly defined by the NMAA, HVPS, or NMPED will be at the sole discretion of the Athletic Director, Superintendent, or his/her designee.
9. Any student who is 18 years old must adhere to the HVPS regulations and, unless otherwise approved by the Athletic Director of Building Administration, cannot act on their own.
10. At any time, the Superintendent, his or her designee, or the Athletic Director may add additional requirements or remove a requirement, as long as it is not mandated by the NMAA or HVPS Policy when deemed in the best interest of the student or school district.
11. Herein – Any reference to events, competitions, or athletics refers to any events that are conducted by any approved organization that is representing HVPS and was properly scheduled and approved. Any reference to an athlete or participant will refer to any student participating in a school-sponsored sport or activity.
12. It is the responsibility of the participant, their parents/legal guardians, and any interested party to abide by the rules, procedures, and expectations listed in the Athletic Handbook.

SECTION 2: ATHLETIC DEPARTMENT GOALS

2.1 ATHLETIC DEPARTMENT EXPECTATIONS AND GOALS

- A. To create athletic programs that follow and support the HVPS Mission (Page 2).
- B. To develop and maintain comprehensive and competitive athletic programs.
- C. To create a department that strives to provide support and guidance to all athletes, Coaches/Sponsors, and sports in the HVPS system.
- D. To ensure that all sports are properly staffed and conducted in a highly professional manner.
- E. To help facilitate the purchase of all necessary equipment for each sport promptly, so that it adheres to all applicable rules, regulations, and procedures.
- F. To foster relationships between the athletes, Coaches/Sponsors, staff members, community members, and all stakeholders.
- G. Ensure all necessary paperwork and procedures are properly followed and completed when conducting business on behalf of the HVPS Athletics & Activities Department.
- H. To facilitate the needs of the HVPS Athletics & Activities Department with corresponding departments of the HVPS, including but not limited to Transportation, food services, business office, Athletic Director, school site administration, central office, and the Superintendent.
- I. To help empower Coaches/Sponsors and athletes of HVPS.
- J. Strive to develop and maintain comprehensive athletic programs, which seek the highest development of all participants, and respect the individual dignity of every athlete.
- K. Cooperate with the schools and administrative staff in establishing, implementing, and supporting district policy.
- L. Provide opportunities for students to build and exhibit skills and to increase student participation.
- M. Provide opportunities to compete with and against others in preparation for a competitive society.

2.2 ATHLETIC DIRECTOR EXPECTATIONS AND GOALS

- A. To administer, support, and model the policies of the NMAA and the HVPS through management and leadership of the HVPS Athletics & Activities Department.
- B. The Athletic Director will meet all NMAA, PED, and HVPS Policy requirements to be employed by HVPS.
- C. The Athletic Director will work with the appropriate district personnel to hire qualified Coaches/Sponsors.
- D. The Athletic Director will place the safety and mental well-being of the students as the top priority.
- E. The Athletic Director will create an environment that promotes the positive well-being and safety of students, Coaches/Sponsors, employees, community members, and guests.
- F. To work with Coaches/Sponsors on developing and creating a competitive schedule for each sport.
- G. To ensure all athletic events have the appropriate coverage as required by the NMAA.
- H. To work with the NMAA to stay up to date with changing regulations and state requirements.
- I. To work with Coaches/Sponsors to ensure they are following all NMAA, district, and school-based requirements.
- J. To develop, prepare, update, and monitor the athletic budget.

- K. To promote Hatch Valley Athletics & Activities to the Valley and New Mexico.
- L. To help Coaches/Sponsors create an environment of growth and development within their programs.
- M. To improve the efficiency of the Athletic Department.
- N. Provide a solid and comprehensive Athletic Department that meets the needs and interests of all students.
- O. To host seasonal parent meetings (Fall, Winter, Spring)
- P. To ensure seasonal end-of-season banquets with the Booster Club
- Q. To promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling the ethical principles of NMAA's "Compete with Class".
- R. Continue to develop an Athletic Department that fosters success and support within the community.
- S. Improve the professional status and effectiveness of this position through active participation in local, state, and national organizations, national conferences, and workshops.
- T. The Athletic Director will be responsible for informing and keeping the Superintendent informed of necessary information and/or situations.
- U. To provide all head Coaches/Sponsors with a yearly evaluation.

2.3 COACHING EXPECTATIONS AND GOALS

- A. Coaches/Sponsors must meet all NMAA, PED, and HVPS board policy requirements to be an employee of HVPS.
- B. All Coaches/Sponsors will be responsible for knowing and following the HVPS Athletic/Activities handbook rules and regulations.
- C. All Coaches/Sponsors will report to the Athletic Director.
- D. All Coaches/Sponsors will work on following the proper chain of command when dealing with issues. Any complaints a head coach has should start with the Athletic Director, and then move to the Superintendent. Any complaints an assistant coach has should start with the Head Coach, then the Athletic Director, and then the superintendent.
 - a. Any Major issues should be reported immediately to the Athletic Director or Administrator.
 - b. All coaches must follow reporting guidelines for student safety as identified by the State of New Mexico at all times.
- E. All Coaches/Sponsors must be and remain in good standing and maintain their coaching license.
- F. All Coaches/Sponsors will ensure that all athletes are cleared to participate through:
 - a. Completion of Dragonfly requirements
 - i. Yearly Sports Physical as provided by the NMAA
 - ii. Provide and maintain appropriate insurance
 - b. Complete any necessary concussion certification
 - c. Any additional paperwork or forms as identified by the athletic department

- G. The Head Coach is responsible for ensuring that athletes are properly supervised at all times while under their care.
 - a. This includes before, during, and after practice.
 - b. This includes trips and in-game locations.
 - c. Head Coaches/Sponsors can designate assistant Coaches/Sponsors to properly monitor student athletes.
 - i. It is the Head Coaches/Sponsors' responsibility to properly supervise students, even when that task is assigned to an assistant coach.
- H. Head Coaches/Sponsors will be responsible for the planning and execution of practices.
- I. Head Coaches/Sponsors will be responsible for providing an appropriate number of practice days and times.
- J. Head Coaches/Sponsors will ensure their teams are properly equipped for practice and games.
- K. All Coaches/Sponsors will be responsible for the safety of their players: Coaches/Sponsors will make decisions that place the safety of the athletes first and foremost.
- L. Head Coaches/Sponsors will be responsible for developing, setting, teaching, demonstrating, and enforcing their own program.
- M. Head Coaches/Sponsors will be responsible for developing, creating, and communicating a budget that will provide their teams with the necessary equipment.
- N. Head Coaches/Sponsors will be responsible for communicating and working with the Hatch Valley Booster Club.
- O. Head Coaches/Sponsors will be responsible for communicating with the Athletic Department and the Athletic Director about any needs or concerns within their program.
- P. Head Coaches/Sponsors will be responsible for implementing and working with the HVMS programs that correspond with their high school sports.
- Q. Head Coaches/Sponsors, with the assistance of the Athletic Director and in compliance with all NMAA, PED, and District policies, will select their staff to include their corresponding middle school program.
- R. Head Coaches/Sponsors will ensure they and their staff will coach their teams in a manner that shows respect, class, and demonstrates integrity.
- S. All Coaches/Sponsors will create an environment that values players' individuality.
- T. Head Coaches/Sponsors are responsible for all necessary paperwork being completed and submitted to the appropriate departments.
- U. Assistant Coaches/Sponsors, under the direction and guidance of the head Coaches/Sponsors, will implement the vision and system of the Head Coach.
- V. Head Coaches are responsible for any End of Year Banquets, awards, or recognitions necessary to highlight team, player, and coaching accomplishments.
 - a. A Banquet window will be given in which banquets must be completed.

SECTION 3: SQUAD SELECTION, PARTICIPATION, AND LETTERING

3.1 SQUAD SELECTION

- A. Squad selection between Varsity, JV, C-Team, 8th grade, and 7th grade is strictly up to the Head Coach.
- B. Selection of any activity will be at the discretion of the sponsor.
 - a. It will be at the sponsor's discretion to select which students compete.
- C. The Head Coach may designate his assistants or MS Coaches/Sponsors to conduct tryouts.
- D. It is also important that Hatch Valley does not allow cutting players/participants based on skill or ability. Every student who tries out for a team or squad will be allowed to participate.
- E. Coaches/Sponsors are responsible for creating a reasonable set of requirements, standards, and expectations that will determine the level of commitment necessary for an athlete/participant to remain in their respective programs.
- F. Playing time is at the discretion of the Head Coach. We strongly recommend, at the sub-varsity level, that every player in uniform get the opportunity to play, although it is not a requirement. At the Varsity level, there is no expectation of playing time or a recommendation. Playing time at the varsity level is solely at the discretion of the Head Coach.
- G. 8th graders playing at the High School must complete all NMAA forms before participating.
 - a. 8th Graders and their parents/guardians must complete the digital 8th-grade participation form
- H. In sports where there is no middle school team, the 8th-grade athlete/participant will be treated as a high school student.
- I. 8th graders playing up is at the sole discretion of the Varsity Head Coach.

3.2 QUITTING/DISMISSAL FROM TEAM

- A. Quitting is defined as a player who no longer participates in practice, games, or events. More than 3 unexcused absences in a row can be viewed as quitting.
- B. Any student who joins a team and attends 4 in-season workouts will be considered a member of the team.
- C. Any athlete who quits or is dismissed with cause, as decided by the In-Season Head Coach, will not be allowed to join another team in-season or participate in any off-season workouts for another school-sponsored team or activity.
 - a. The Head Coach may release an athlete to participate with another team or in an off-season program at their discretion.
- D. Multi-sport/activity athletes dismissed from one team/activity may continue on any team they were currently part of without penalty.
 - a. In overlapping seasons, if an athlete is dismissed or quits, they will not be allowed to continue with the new sport until the previous season concludes.
- E. State or Federal Testing (SAT, ACT, etc.) will take priority over any athletic event. No punishment will be given if a student misses an athletic event or activity for testing.
- F. If a student wishes to appeal a coach's decision of dismissal from the team, it will be heard and administered by the Athletic Director.

3.3 MULTI-SPORT PARTICIPATION AND OUT-OF-SEASON WORKOUTS

- A. Applies to sports and activities provided by Hatch Valley Public Schools.
 - a. Any sports or organizations outside of Hatch Valley Public Schools are not covered by this handbook.
 - i. Any agreements to allow a student to participate in an outside team or organization will require an agreement between the coach and the athlete.
 - ii. Any agreements between the coach and athlete should be reported to the Athletic/Activity Director.
 - b. Multi-sport participation applies to sports or activities that occur at the same time/season.
- B. Priority of School-Sanctioned Athletics & Activities
 - a. Season is defined as the dates scheduled for regular season practice and/or competition, through the HVPS Activities & Athletics Department.
- C. Multi-sport/activity participants:
 - a. National Events take priority.
 - b. Then, State Events will take priority.
 - c. Regional Events/District Events will take priority over other events.
 - d. Games/Events will take priority over practice.
 - e. Special circumstances that arise will be decided between the student, coaches/sponsors, and the Athletic Director. Together, they will work on a solution. The Athletic Director will decide if a solution is not reached.
- D. The student must be given the opportunity to participate in as many activities & athletics as they can handle while understanding that membership in an activity or team requires attendance at practice and a minimum level of skill to safely and effectively participate.
- E. All Athletics & Activities will be treated equally at HVPS.
 - a. Athletics: Football, Volleyball, Soccer (Boys & Girls), Basketball (Boys & Girls), Softball, Baseball, Track (Boys & Girls), Cheerleading
 - b. Activities: FFA, French Club, Educators Rising, Spanish Club, Trio, Student Council, Band, Science Olympiad
- F. Year-round activities still have a state competition; as such, the organization must submit a calendar of events to determine the priority regarding multi-sport/activity participation.
- G. If a student chooses to participate in multiple activities or athletics that have the same season, the student must inform all of the Head Coaches/Sponsors. It is the responsibility of the Head Coaches/Sponsors to allow participation in both school-based sports/activities.
 - a. Team Sports/Activities will take priority over individual Sports/Activities.
 - b. Students must be able to fulfill the minimum level of participation and have the ability to safely participate in multiple sports/activities.
 - c. Students must be able to fulfill the minimum requirements as stated by the NMAA for participation in state events. The percentage of games or competitions must be met in order to participate in multiple activities.
- H. Off-Season Rules

- a. Beginning with the 2022-2023 school year, all off-season rules and regulations will be handled at the district/school level per the NMAA.
- b. Off-season participation will be utilized as follows:
 - i. Any athlete currently participating in an in-season sport or activity must receive permission from their current season coach/sponsor to participate in any out-of-season workout, open gym, weight/conditioning event, study session, after-school event, or practice that occurs during regular in-season practice time.
 - ii. Any athlete wanting to participate in an off-season workout may participate without restriction, as long as no practice or game time of the current in-season sport/activity is missed, and the athlete has received permission from the in-season coach.

3.4 LETTERING

- A. Any awards given to participants by the school, NMAA, booster club, or program must abide by all stated regulations by the NMAA.
- B. It is the responsibility of the head coach/sponsor to establish the criteria for lettering. All criteria must be on file with the Athletic Director.
- C. All participants must be informed of the requirements necessary for lettering before the start of the season.
- D. To be eligible for lettering, the student must complete the season and be in good standing.
 - a. To be eligible for lettering, the student must complete the season and be in good academic standing.
 - b. A student-athlete will be given one (1) varsity letter for their 1st varsity season in any sport.
 - c. After receiving their letter, a student will not receive another letter
 - d. In the 1st year receiving a varsity letter, a student will receive a sports pin for every sport they letter in for the 1st year.
 - e. Every subsequent year, an athlete will receive a bar for service.

3.5 FUNDRAISING

- A. All fundraising that involves any student athlete, coach, or sponsor must be approved by the Athletic Director and Building Administration.
- B. All fundraising will have a stated purpose.
- C. Fundraisers completed with the booster club must still be approved by the Athletic Director and have a stated purpose.
- D. Use of 3rd Party fundraisers must be approved by the Athletic Director and the building Administrator.
- E. HVPS Athletics and Activities does not allow for something-for-nothing fundraisers.
 - a. Fundraisers where students simply get donations

SECTION 4.0: PRACTICE, GAMES, TEAM TRIPS, AND TRAVEL

4.1 STUDENT ATTENDANCE/DISCIPLINE AND PRACTICE, AND GAMES

- A. Attendance at school is a requirement.
- B. Students are expected to be in attendance when participating in athletics or activities.
 - a. In an effort to improve attendance, students can be withheld from participation or practice if their attendance becomes an issue (School site administrators will determine)
 - b. Checking on attendance will be done at the discretion of the school administration.
- C. Any student who is serving an Out of School Suspension (OSS) is not eligible for practice or games until they return to school. (i.e., if a student is serving OSS on Tuesday, they cannot participate until Wednesday)
- D. A student serving ISS may practice as long as they are in attendance all day.
 - a. Students may not leave ISS early in order to participate in a game or practice. They must complete the full day of ISS.
 - b. The school site administrator can determine if a student who is placed in ISS is NOT able to attend practice. Depending on the severity or frequency of infractions
- E.
- F. Students who are sent home by the nurse for an illness cannot participate in practice or a game that day.
 - a. The Athletic Director can modify this rule if necessary.

4.2 TEAM TRIPS AND TRAVEL

- A. All teams will be fed on any trips that exceed 50 miles using the following system.
 - a. Team meals will be covered at a rate of \$15.00 per team member per meal on travel.
 - i. Any trips to Santa Fe or cities outside of NM identified by the athletic office as being over the norm can be fed at a rate of \$18.00 per team member and bus driver a meal on travel.
 - b. The coach is responsible for covering any overage on meals. That can be covered through personal means or using their booster club account. It is the Head Coach's responsibility to make sure they are able to cover any overages.
- B. Teams traveling within a 50-mile distance will be fed at a rate of \$10.00 per team member per meal.
- C. Teams will travel to and from events in district-approved vehicles.
 - a. Head Coaches/Sponsors will ensure that students are monitored by school employees on all sponsored trips.
- D. All Receipts and Credit Cards should be returned within 48 hours of return.
 - a. On weekends or Holidays, all receipts and credit cards will be returned when Coaches return to work.
- E. Any athlete traveling to a school-sponsored activity must meet all NMAA and district eligibility requirements.
- F. Coaches will provide the driver with a roster prior to leaving on every trip when traveling on a bus.

- G. An injured athlete may travel with the team to an event.
- H. Ineligible athletes may not travel with the team to an event.
- I. The district will provide proper transportation to and from all activities and athletic events.
- J. It is the responsibility of the Head Coach/Sponsors and Assistant Coaches/Sponsors to properly monitor and supervise all students on a school-sponsored vehicle.
- K. Any student found messing with, moving, or attempting to obstruct the cameras on the buses will not be allowed on a bus for the next activity. It is extremely important that the cameras be left alone.
- L. On bus trips where the students are male and female, the students will be separated. It may be necessary to allow a male and a female to sit together due to safety regulations. However, there should never be more than 1 seat with boys and girls seated together at the HS and MS.
- M. Students must ride with their team or activity.
 - a. Prior written approval is necessary for a student who will not be riding with the team to their event.
 - b. In emergency situations, the Superintendent, his or her designee, the school site Principal, or the Athletic Director may approve changes.
- N. Students checking out after events must be checked out with their Head Coach or designated coach.
 - a. Check out form will be used for all student check-outs after sporting events.
- O. Students can only be signed out by their parent/legal guardian or a person listed on their emergency contact list through the school's Dragonfly program.
 - a. Anyone listed as an emergency contact or given permission to pick up a student from any athletic event or activity must be 21 years of age or older.
 - i. Any exceptions to this rule must be approved by any of the following: The Athletic Director, the School Principal, or the Superintendent.
- P. It is the responsibility of the Head Coach to provide lists of students traveling on a trip at least 24 hours prior to leaving.
 - a. With block scheduling, Coaches/Sponsors should attempt to provide excuse lists 48 hours in advance to provide teachers and students time to plan accordingly.
- Q. Overnight travel arrangements will be made at the discretion of the Athletic Director/Administrative Assistant in coordination with the Head Coach/Sponsor.
 - a. It may be necessary to arrange for overnight stays due to transportation issues.
- R. Travel that includes out-of-the-ordinary arrangements to include (overnight stay, leave times out of the ordinary, etc.) must be approved by the Athletic Director.
- S. Hotel arrangements will be made following the listed criteria:
 - a. Boys and girls will not share rooms.
 - b. Students will be placed in groups of 4 students per room.
 - c. A 5th person will result in a second room, a 9th person will result in a third room, etc.
 - d. Changes to normal hotel arrangements may be necessary when traveling to certain areas and must be approved by the Athletic Director.
- T. Students will be held financially responsible for any deliberate destructive behavior at the Hotel.
- U. State Tournament travel arrangements will be made in coordination with the Head Coach and Athletic Director to allow for optimal performance.
 - a. Any travel to a state tournament game where leave would be required before 7 am will be allowed to leave the night before.

- b. Any trip over 175 miles will be allowed to leave the night before.
 - c. Charter bus travel will be considered for State Championship games that have less than 18 hours of travel.
 - d. The Head coach can always choose not to spend the night on trips that may allow them to spend the night.
- V. The Athletic Director or Superintendent can allow for exceptions to the travel rules.
- W. Random bag checks may be done at the discretion of the Athletic Director or School Administrator for any athletic trips.
- a. All searches should be conducted by a licensed administrator or by a designee of the Superintendent.
 - b. All searches will be conducted in accordance with District Policy and Best Practices.

SECTION 5: HIRING AND EVALUATION OF COACHES/SPONSORS

5.1 HIRING OF COACHES/SPONSORS

- A. All coaching/sponsor positions should be posted for a minimum of 2 weeks on the school website.
- B. All Coaches must complete the necessary forms and obtain a current coaching license.
- C. All coach hires must be approved by the Athletic Director, then submitted to the Superintendent for final approval.
- D. All Head Varsity Coaches/Sponsors will be recommended for hire using the following system:
 - a. All Head Coaching positions will be posted in accordance with HVPS policy.
 - b. When more than 5 applicants are available, the Athletic Director can select up to 3 finalists to interview for the position.
 - c. The Athletic Director can exclude an applicant from interviewing when prior documented incidents warrant
 - d. When possible and necessary, a committee consisting of at least 3 members will be used in the interview process.
 - i. When necessary, the committee shall include the Athletic Director and the High School principal.
 - e. The committee will use a question-based interview consisting of questions developed by the Athletic Director.
 - f. The finalists will be scored by the committee, with the highest score being submitted for hire.
 - g. The Superintendent will have the ability to deny the committee's choice, at which time the 2nd highest ranked applicant will be considered, and so on.
- E. All High School Assistant Coaches/Sponsors and Middle School Coaches/Sponsors will be hired using the following system:
 - a. All positions must be posted for a minimum of 2 weeks
 - b. The Head Coach/Sponsor, in coordination with the Athletic Director, will select their High School Assistants and MS Coaches/Sponsors.
 - c. That will then be submitted to the Superintendent for final approval
- F. When a new Head Coach is hired, all Assistant/Middle School Coaches/Sponsors must reapply for their positions on the staff unless the new Head Coach wishes to keep them.
 - a. Head Coaches/Sponsors will be allowed to select their staff and the positions they will have within their staff.
- G. Coaching positions may be restructured during a season at the discretion of the Head Coach, however, the Coaches'/Sponsors' pay will remain the same throughout the season.
 - a. Expectations of Coaches/Sponsors must be clearly communicated to the assistant Coaches/Sponsors by the Head Coach.

5.2 EVALUATION OF HEAD COACHES/SPONSORS

- A. Head Coaches/Sponsors will receive an annual evaluation from the Athletic Director.
- B. The purpose of the evaluation will be to promote a healthy and strong program.
 - a. The evaluation will include:
 - i. Administrative Responsibilities
 - ii. Relationships
 - iii. Coaching Performance
 - iv. Team Performance
 - v. Any area deemed important by the Athletic Director
- C. The evaluation will be given after the conclusion of the coach's season and prior to the official start date of their next season.
- D. Assistant Coach evaluations are not necessary, but can be utilized at the discretion of the Head Coach.
- E. When deemed necessary, Head Coaches/Sponsors will be placed on a growth plan.
 - a. The plan will outline the areas of concern and include clear and specific expectations for the upcoming season.
- F. **Coaches/Sponsors are considered to be "AT WILL" employees.** Coaches/Sponsors are hired with a seasonal contractual agreement with the HVPS district.
- G. Athletic Coaches/Sponsors shall be assigned annually to coaching duties. Non-renewal of a coaching assignment, for any reason, can be recommended by the Superintendent or Athletic Director.
- H. Coaches/Sponsors do not attain tenure.

SECTION 6: INJURIES/ATHLETIC TRAINER DUTIES/EXPECTATIONS

6.1 INJURIES

- A. Coaches/Sponsors must report injuries and illnesses to the Athletic Trainer/Athletic Director if no trainer is available
- B. The Athletic trainer will keep adequate logs of injuries/ Coaches will keep adequate records
- C. The Athletic Trainer will submit all necessary injury information to the designated Health Director, to be presented to the HVPS Board at the request of the Athletic Director or Superintendent.
 - a. The Athletic Trainer may be asked to present the information to the Board at the request of the Superintendent.
- D. If an athlete is injured or ill and seeks medical care, the athlete must obtain a release from the attending medical practitioner prior to resuming play.
- E. The release must be signed and dated by the attending medical practitioner.
 - a. Once an athlete seeks any medical advice outside the Athletic Trainer, in order to resume playing, the athlete must be released by the outside medical professional.
 - b. The Athletic Trainer may not, at any time, overrule a written medical recommendation from a medical professional.
- F. The Head Athletic Trainer shall determine the participation status of the athlete with regard to their health and physical ability.
- G. In the event the Head Athletic Trainer is not present, the Head Coach or his or her designee has the responsibility to see that the above procedure is carried out, along with any designated campus procedures for reporting accidents.

6.2 EXPECTATIONS

- A. The Athletic Trainer will maintain all necessary licenses as required by the NMPED.
- B. The Athletic Trainer will be present at all home sporting events.
 - a. Home Events will always be a priority over away events.
 - b. Varsity Events will always be a priority over sub-varsity events.
 - c. In the event of multiple home events during the fall season at the same level, the priority will always be as follows:
 - i. Football
 - ii. Soccer
 - iii. Volleyball
 - d. The Winter and Spring events all occur at the same locations, it is not necessary to prioritize events.
 - e. The only mandatory MS athletic events are the home football games and any MS Tournament hosted by HVPS.
- C. The Athletic Trainer will provide care for athletes who have been injured while performing the duties associated with HVPS Athletics & Activities.
 - a. Injuries sustained at home or while in school should be referred to an appropriate health professional.

- D. The Athletic Trainer will receive and process all physical forms and health-mandated paperwork as designated by the NMAA.
 - a. It will be the Athletic Trainer's responsibility to create a list of eligible participants in regards to all necessary Health Paperwork.
- E. The Athletic Trainer will maintain accurate records of injuries and designated rehabs.

SECTION 7: ATHLETE EXPECTATIONS/CODE OF CONDUCT

7.1 ATHLETE EXPECTATIONS

Students who participate in any sport or activity will be expected to:

- A. Must properly complete all required paperwork
 - a. Physical
 - b. Insurance
 - c. Concussion
 - d. Any additional paperwork required by the Athletic Department
- B. Must meet all team expectations in regards too:
 - a. Practice
 - b. Games
 - c. Team Requirements as presented by the Head Coach
- C. Students must adhere to all athletic, school, Hatch Valley Public School District, NMAA, PED, policies, rules, and guidelines

7.2 ATHLETE CODE OF CONDUCT

Students who participate in athletics must be aware that their personal conduct and attitude need to reflect high standards of respect, loyalty, attitude, and morale. Because athletes represent their school and community, their conduct is expected to exemplify high standards. If warranted, suspension from athletics shall be implemented by the Principal and/or Athletic Director. It is the responsibility of the student and his or her parent(s) or legal guardian(s) to be familiar with the standards of student conduct, residency requirements, and eligibility guidelines as set forth by the NMAA, HVPS, and their school site.

- A. Students who wish to participate in any Activity/Sport must:
 - a. Have an annual physical
 - b. Have and maintain insurance
- B. Students who wish to participate in any Act
- C. Students who are part of any Activity/Sport must follow the HVPS student codes of conduct found at their respective school site.
 - a. MS Sports/Activities will require that students follow and abide by the HVMS code of conduct.
 - b. HS Sports/Activities will require that students follow and abide by the HVHS code of conduct.
- D. Students will be expected to conduct themselves as representatives of HVPS and their community.
- E. The following items are not permitted on any HVHS/HVMS school property or school event: (The items will be confiscated and will not be returned. Additional consequences can and will be administered if any of the items are found.)
 - a. Firearms.
 - b. Knives/weapons or any weapon facsimile.
 - c. Lighters or other incendiary devices.
 - d. Any tobacco product, including smokeless tobacco, electronic cigarettes, or vape pens.
 - e. Alcoholic beverages, drugs, controlled substances, or paraphernalia.
 - f. Prescription or over-the-counter medication that has not been documented and cleared by the athletic trainer or school nurse.

- F. Students who are at an athletic or activity event will work at giving, showing, and demonstrating respect to all individuals associated with the activity/athletic event.
- G. Any violation of the athlete's code of conduct during summer or off-season activities will result in consequences beginning at the beginning of the athlete's upcoming season.
- H. Students are required to follow all instructions that are given by their coaches/sponsors.
- I. Students can only be signed out by their parent/legal guardian or a person listed on their emergency contact list through the school's PowerSchool program.
 - a. Any exceptions must be approved by either the Principal, Athletic Director, or Superintendent.

7.2 DRUG STEROIDS AND ALCOHOL VIOLATIONS

- A. DRUGS, STEROIDS, AND ALCOHOL INFRACTIONS: Drugs are defined as any product that is taken illegally by a student or is found in possession of, or under the influence of.
- B. All athletic/activity participants will agree to a search of their bags, belongings, and pockets before travel if requested by the head coach or designee.
- C. A student caught vaping on an athletic or activity trip will fall under the Drug Steroids and Alcohol Policy

*All consequences listed below are minimum consequences administered at the district level. Any additional team consequences as determined by the Head Coach will also need to be completed.

1st Offense: Suspension of 20% of games, 3-day suspension from all Activities/Athletics, no practice, games, or events. Parent and Athlete meeting with the Athletic Director, Completion of the designated drug course.

** For a 1st offense only: Reduction of suspension to 10% of games with completion of 8 Campus Beautification hours. To be completed under the supervision of the campus administration or their designee.

2nd Offense: Minimum Suspension from Activities/Athletics for 45 school days. Meeting with the Athletic Director. Not to include weekends or scheduled days off. Suspension begins and continues only during the active season calendar.

3rd Offense: 1 calendar year suspension from Activities/Athletics and meeting with the Athletic Director

- D. Failure to meet all listed requirements will result in an indefinite suspension until all requirements are met.
- E. During the meeting with the Athletic Director, the # of games suspended and the return date will be determined, as well as any additional punishments. Failure to meet with the Athletic Director or their designee will result in an indefinite suspension until completed.
- F. Offenses will accumulate on a rolling yearly basis. Example:

If a student's 1st offense occurs, they will reset to zero after 1 calendar year. (January 1, 2029, infraction would reset on January 1, 2030)

If a student is on a 2nd offense, their 1-year period restarts on the date of their 2nd offense (1st offense January 1, 2019, Second Offense December 30, 2019, would now reset on December 30, 2020)

7.3 VIOLATION OF ANY CRIMINAL STATUTE

*This applies to any activity/sport participant and their continued participation in their activity or sport.

A violation of any criminal statute (other than those previously listed for alcohol, drugs, or steroids) shall be regulated within the legal limits of the HVPS district. Such acts include the crime of willful interference with the educational process of any school or activity in the district. These shall be subject to the disciplinary actions at the school level and any additional disciplinary actions for athletics/activities as determined by the school's athletic director in regards to Athletic/Activity Participation.

7.4 APPEAL PROCESS

There is no appeal for suspension from athletic participation for violations of the Code of Conduct. Participation in athletics is a privilege, not a right.

SECTION 8: ACADEMIC ELIGIBILITY

PER NMAA RULE 6.2.1

HVPS will follow all NMAA Eligibility Guidelines

6.2.1 Extracurricular Activities – Student Participation

A. Academic Eligibility

1. A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation.
 2. For students not eligible at the semester, the next six-week or nine-week grading period can be used to regain eligibility. (Depends on what grading system the district is using)
 3. 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.
 - a. All class work counted for eligibility must be credit-earning and acceptable for graduation.
 - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
- c. Cumulative provision
- i. A student who is ineligible at the end of a semester may utilize the cumulative provision.
 - ii. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (The cumulative provision cannot be used for 9th grade or middle school/junior high Students.)
 - iii. The cumulative provision may not be applied if a Student has more than one "F" in the semester grading period immediately preceding participation.