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PREFACE

The athletic program of Clovis High School is under the direct auspices of the New Mexico Activities Association (NMAA) and the Clovis Municipal Schools Board of Education. The NMAA is empowered by the State Board of Education to supervise and regulate all interscholastic athletic activities in the state of New Mexico.

Clovis High School is a member of District 2AAAAAAA which also includes La Cueva High School, Sandia High School, Santa Fe High School, Manzano High School and El Dorado High School. Clovis High School provides teams for interscholastic competition in each of the following sports:

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This publication is primarily designed to assist coaches, school administrators, and advisors with the every-day implementation of the Clovis High School athletic program. The booklet contains rules, regulations, and policies that have been established by the NMAA and District 2AAAAAAA as well as our own school athletic policies. Coaches and administrators are expected to be knowledgeable of these procedures/policies and to consistently apply them throughout our athletic program. Coaches are asked to review all pertinent rules, regulations, and policies with the students in their respective programs.

If, after reading and studying its contents, if any questions regarding any rule, policy, procedure, etc., still exists, such questions should be directed to the Athletic Director's Office.
CLOVIS HIGH SCHOOL ATHLETIC PHILOSOPHY

Each activity sponsored and supported by the school must be considered a phase of the educational process. At Clovis High School system we consider athletics to be an integral part of the total educational program and support the philosophy that athletic participation is an important component in many students school experience. We contend that athletics provide the participant an opportunity to learn and practice responsibility, teamwork, and self-discipline; to develop and realize personal goals; to develop the physical aspects of maturity; and to experience and comply with the rewards and frustrations of competition.

Coaches by the very nature of their position, are in a position to potentially exert a great influence on their athletes, it is therefore essential that those individuals be of high moral character and set high standards and serve as a model for their athletes. In attempting to develop their program to the highest possible level, coaches are expected to maintain a professional relationship with the administration, faculty, and community. A worthy coach will consistently stress the importance of achievement in all endeavors as well as sports.

While interscholastic athletic programs are basically designed to give special opportunity for maximum development of athletic skills for physically gifted students, each student who is interested in athletics and meets established eligibility requirements should have the opportunity to compete for a position on the team(s) of his/her choice. The more talented athlete is expected to give more and produce more because of that talent.

It should be the goal of every person involved in our athletic program to become a better individual, and be better prepared to become a contributing member of our society as a result of his/her experiences from having participated in athletics.

Mission Statement of the Athletic Department:

The mission of the Clovis Municipal School (“CMS”) interscholastic extracurricular activities and athletic programs is to provide all students with additional opportunities to develop their physical and mental abilities beyond those provided by the academic program. Through sports and other extracurricular activities, students may learn the value of hard work, discipline, team building, sportsmanship and other positive attributes that strengthen a student's character. Athletics is a joint endeavor in which coaches are expected to help participating students develop the positive lifetime skills associated with self-discipline, dedication, personal commitment, personal sacrifice and good sportsmanship necessary for a successful team. Success as a team includes not only reaching the goal of individual maximum potential, but also graciousness in both victory and defeat, and fair play in every competition.
RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

1. To direct the interscholastic athletic program and assure that all athletic practices and procedures conform to local board and New Mexico Activities Association policies, regulations, and guidelines.

2. To serve as a spokesman for the Clovis Municipal School athletic program.

3. Schedule and contract all athletic contests at Clovis High School.

4. Prepare district athletic program budget to comply with financial guidelines as prescribed by the district office.

5. Approve and submit to purchasing agent a list of athletic equipment and supplies as requested by head coaches for purchase each year.

6. Work with head coach in each sport to make budget adjustments when necessary.

7. See that facilities are in readiness for all home athletic contests.

8. Attend out-of-town games when deemed necessary or have a representative there.

9. See that athletic fields and facilities are maintained through the cooperation of the principal, business manager, and maintenance department.

10. Make transportation requests for all athletic travel at Clovis High School, (away games, scouting, coaching clinics, etc.).

11. Help screen and recommend the hiring of coaches and coaching assignments in the athletic program.


13. Coordinate middle school program and staff.

14. Act as director of all home high school tournaments and meets.

15. Work with coaches and administration in establishing policies.

16. Attend and represent Clovis High School at appropriate state and district meetings concerning athletics.

17. Serve as an advisor and consultant to athletic booster clubs.

18. Prepare and distribute list of athletes in each sport for eligibility purposes prior to first scheduled game.

19. Make necessary reports to the Activities Association.

20. Keep up-to-date inventory of all athletic equipment.

21. Be in attendance at all home athletic events whenever possible.
22. Hire and make provisions for paying all home game support personnel (ticket sellers, security, officials etc...)

23. Printing and sale of tickets (reserved and general admission) to all home athletic activities.

24. Participate in the evaluation of coaches.

**HEAD COACHES RESPONSIBILITIES**

By accepting a position of head coach at Clovis High School, a person inherently assumes the responsibility and obligation of establishing and maintaining an athletic program of the highest caliber that his/her abilities will permit. In assigning an individual to a head coaching position, the administration of Clovis High School has placed its trust and confidence in that individual to assume and carry out each of the following responsibilities. Each coach will be directly responsible to the Athletic Director for all coaching duties and responsible to his/her principal for all teaching duties.

1. Before allowing any prospective athlete to participate in his/her program (including practice he/she will verify that the athlete has completed and submitted to the school, a Clovis Municipal Schools Interscholastic Athletic Participation Form, physical and proof of insurance. A copy of this must be kept on file in the school athletic office (See Appendix A)

2. Explain and discuss the Clovis High School Athletic Code of Conduct with those athletes in his/her program. Maintain a file containing a copy of the code of conduct for each athlete with the signature of the athlete, his/her parent, and the head coach, indicating that each understands the terms of the agreements. (See Appendix B)

3. Prepare and submit to the athletic office:
   A. A list of all athletes participating in your program at least two (2) weeks before the first contest (for eligibility purposes).
   B. A list of all lettermen in your program at the end of the season.
   C. A complete inventory of equipment at the end of the season.
   D. All requests for new equipment for the next year by the deadline set by the athletic director.
   E. Conduct evaluations on all assistant coaches from ninth grade to varsity.

4. Compile and distribute to all faculty members, assistant principals, and attendance office, on line a list of athletes that are to be excused from school on each road trip.

5. Check with Athletic Director or Secretary on the Monday prior to all road trips, to confirm the date and time of your scheduled departure. If you wish to adjust your departure time, it can be done at that time.
6. See that all equipment is properly stored and cared for at the end of the season.

7. Provide a safe keeping place for valuables during practice and game time.

8. Demand that our athletes conduct themselves as ladies/gentlemen at all times when they are representing our city and school.

9. See that all athletes under his/her jurisdiction are well informed as to all athletic eligibility rules and regulations.

10. Limit the time athletes will be out of school to a minimum.

11. See that no student in his/her program participates in more than the maximum number of games/contests than is permitted by the NMAA.

12. To supervise his/her assistant coaches and all of the athletic teams who are a part of his/her program.

13. Be knowledgeable of rules and regulations regarding his/her sport as presented in the NMAA handbook.

14. Keep abreast of rules and rule changes in his/her sport.

15. To, at all times, when serving in the capacity as a representative of Clovis Municipal Schools, conduct him/herself in a manner that will not cause any embarrassment to the team, school, or community and demand the same expectations of all of his/her assistant coaches.

16. Encourage athletes to participate in as many sports as possible.

17. Develop criteria for earning a letter in their particular sport.

18. Conduct a mandatory parent meeting prior to the beginning of the sports season to inform them of team expectations, policies and rules.

NOTE: While many of the aforementioned responsibilities may be delegated to an assistant coach, it remains the head coach's responsibility to see that his/her program is in total compliance.
MIDDLE SCHOOL ATHLETIC PROGRAMS AS "FEEDER PROGRAMS"

All of the Clovis middle schools athletic programs are to be considered "feeder programs" for Clovis High School athletic programs. The athletic programs at the high schools can only be as good as the feeder programs that provide this foundation.

A. It will be the head coach's responsibility of each sport at Clovis High School, that has a feeder program at the mid school level, to institute his/her program at each feeder school.

B. This shall include, but is not limited to, one (1) "workshop" each year with the middle school coaches, conducted by the coaches of that sport at the high school level. This "workshop" shall be an educational tool for all coaches in our system to insure that our feeder programs are in continuity with our high school programs. This will make the transition from our middle school programs to our high school programs beneficial to our athletes.

*NOTE: It is imperative that our middle school programs:

1. Run the same base offenses and defenses that our high school programs are using. This will only increase the quality of our high school athletic programs.

2. Teach the same terminology as used by our high school programs. Example: The middle school football player and the high school football player should both know where the "2 hole" is located, or where the "C gap" is located, or the definition of a "3 technique".

3. Teach the same basic skill techniques that our high school programs are teaching. (It goes without question that the skill level for a high school athlete will be far greater in most cases, but the same basic technique is expected).

*It will be the responsibility of the Head Coaches of the high school sports to organize these workshops for our middle school coaches. All coaches, high school and middle school, are required to attend and participate. It is recommended that these workshops be held prior to the beginning of each sport's season.

*Feeder schools for Clovis High School for which the head coaches at Clovis High School are responsible for include: Gattis, Yucca, Marshall, and Clovis High School Freshman Academy.
ATHLETIC POLICIES

ASSISTANT COACHES:
The contributions made by assistant coaches will, to a large degree, determine the success of the program. It is essential that assistant coaches accept and perform all duties and responsibilities assigned by the head coach. Coaches who serve as assistants in more than one sport are expected to perform their duties with enthusiasm and dedication in each sport and to consider the sport in which they are presently working to be their most important assignment at the time. Total loyalty to the head coach is a must. The supervision of our athletes, both on trips and on the field/court, is the joint responsibility of the head coach and his assistants.

CMS Volunteer Coach Policy
• Volunteers must have a coach's license as per State PED requirements.
• Volunteers will be limited to one per team
• Volunteers serve under the directives of the Head Coach
• Volunteer Coaches must serve under the directives of a CMS employee Coach due to liability implications
• Volunteer Coaches must abide by and sign a code of ethics.
• Booster clubs will not pay volunteer coaches more than the amount paid by the district for allocated/paid positions.
• Any Coach that is paid through boosters should be reported to the Athletic Director. The amount the coach is paid should be reported also

The Head Coach shall have the right to assign duties and responsibilities to assistant coaches with the approval of the Athletic Director and/or Principal. However, volunteer coaches may not be assigned to fulfill the coaching assignment or duties of an incremented coach hired by the CMS district. We will no longer use volunteer coaches at the varsity level where we have incremented assistant coaches. At sub-varsity a volunteer coach can be to assist only. We will be limited to one volunteer per team.

COACHES OFFICIATING:
While coaches at Clovis High School are permitted to officiate, they are reminded that they are full time employees of the Clovis School District, and as such, their officiating should not in any way interfere with their coaching/teaching assignments. Coaches and all school personnel are expected to "turn down" any officiating assignments that would obviously interfere with their school responsibilities.

EXCEPTION: Our administration has been very cooperative in granting leave (Special Assignment) to officiate state tournaments. If you should be selected, check with the principal and fill out the proper leave forms as soon as possible.

SUPERVISION OF ATHLETES:
For liability reasons, it is essential that athletes be constantly under the supervision of a coach while they are involved in any activity that is a part of your program. Students are not to have unsupervised access to such areas as the gymnasium, weight room, etc. A student should never have access to your keys except when necessary to perform routine managerial duties. With the exception of game days, coaches are not to dismiss their athletes prior to the end of the regular school day.

OUT OF TOWN CONTESTS
1. Any student participating on an athletic trip is the responsibility of the school district 
and the coach. Therefore, if the student is traveling on a school sponsored athletic trip, that 
student must use the school provided transportation. (Special Circumstances approved prior by 
Coach and/or Athletic Director/Principal)

2. No student, regardless of age, will be permitted to travel to or from an athletic event 
(out of town) with any other person(s) except the coach. The only exception to this policy shall 
be the release of the athlete to the parent(s) or guardian(s), provided the parent/guardian 
gives the coach a written note, prior to leaving on the trip. The coach will not release an athlete 
to any other person(s) regardless of verbal or written permission of that student’s parent(s) or 
guardian(s). (Special Circumstances approved prior by Coach and/or Athletic Director/Principal)

3. Parent(s), guardian(s), and the student-athlete will assume all legal responsibility for 
the personal safety and actions of the athlete while the athlete is traveling to and from 
practices or games when transportation is not provided by the Clovis Municipal Schools.

DUAL PARTICIPATION:

A student may participate in more than one sport per season with the mutual approval 
of the principal, the athletic coordinator, and the coaches involved.

Dual Participation: 
Is defined as a student-athlete participating simultaneously on both a school-sponsored team 
and on a club or non-school team during the school year.

1. A Principal/AD may grant permission to a student wishing to participate simultaneously in 
school and nonschool competition as an individual and/or team member if ALL of the 
following conditions are met:

a. Prior to the beginning of the non-school scheduled competition in that sport, a list of 
participants and dates of non-school competition(s) must be presented to the principal by 
either the nonschool organization or the student.

b. There is not a conflict with the school’s scheduled practice or competition in any sports. The 
Principal/AD will settle the conflict, if any exists.

c. The NMAA determines game limitations by sport and season from the first day of permissible 
legal practice and leading up to the state championship. Those game limitations may not be 
exceeded.

USE OF EIGHTH STUDENTS IN HIGH SCHOOL ATHLETIC PROGRAMS:

We do not encourage the use of eighth grade students in the high school athletic 
programs. This should only be done on a VERY LIMITED basis and with the written approval of: 
The athletic director, the high school coach, the middle school athletic coordinator, and the 
parents of the athlete involved (See appendix C). Eighth grade students must meet grade 
eligibility requirements and be in good standing at the middle school in order to be considered 
for participation on Clovis High School athletic teams.

Eighth grade participation in high school sports not offered at the middle school level (cross 
country, soccer, swimming, baseball, softball, tennis and golf) will be permitted on Clovis High 
School sub-varsity teams. Eighth grade students can play at the varsity level only in swimming, golf, tennis, 
and cross country
The only exception for this policy concerning an 8th grader participating in a sport at CHS in which the middle school has a feeder program would be for he or she to be a contributing factor to the varsity team.

Parents must provide transportation to and from the high school practice facilities or in town game sites.
Careful consideration must be taken prior to recommending an eighth grade athlete for high school competition. There are many outside factors that should be considered prior to any recommendation. Such factors as, but not limited to, maturity, character, grades, dependability and team chemistry should be considered prior to any recommendation.

**PARTICIPANTS MOVING FROM MIDDLE SCHOOL TO SENIOR HIGH (Sec 51.10 NMAA Handbook)**

An eighth grader may be moved to a varsity team at any time a school desires but the student must continue to play with the higher grade in that sport during that school year once he/she moves up to senior high level. Games played at middle school count toward the senior high limit. Ninth graders may move up or down regardless of whether they are housed in the senior high or freshman campus.

**SPORTS FITNESS CLASS PARTICIPANTS:**

When a student participates in a sports fitness class, he/she has enrolled in that class for the entire semester. When that sport season ends, he/she must either participate in another sport or go in to an "off-season" program for the remainder of that semester. Any student not completing the semester in the sports fitness class will received no credit for the course. Any student dropped from and athletic team for disciplinary reasons will still be that coach’s responsibility during the sport’s Fitness class for the remainder of the semester.

**STUDENT QUITS OR IS REMOVED FROM A TEAM:**

A student who quits a sport or is dismissed from the sport by a coach will not be allowed to participate in any sport until the season of the team he/she originally participated in has ended.

**NOTE:** This rule may be waived under certain circumstances through mutual agreement of the athletic director and the head coaches of the two sports involved.

**STUDENT ATHLETES ON SUSPENSION:**

A student who is under school suspension (ISS or regular) may not participate in any athletic activity for the duration of his/her suspension. This includes weekend contests.

**OFF-SEASON PROGRAMS:**

An off-season program exists in each sport as time, facilities, and supervisory personnel permit. Off-season programs are primarily designed to enhance and improve the individual and team skills necessary to excel in athletics.

**NOTE:** NMAA regulations permit an athletic period (not to exceed the allotted time of a class period) during the school day to participate in a sport outside of that sport season. Off-season programs held after the school (when the sport does not have a sports fitness class built in to the school day) is limited to the length of a school day class period.

**NOTE:** In football, off-season programs involving such protective equipment as helmets, pads, etc., are prohibited. Training devices such as blocking dummies, sled, etc., are legal.

**SCHOOL ATTENDANCE ON DAYS OF COMPETITION:**

An athlete must be in school attendance for at least half of the school day on the day of competition, or on the Friday before a Saturday competition, in order to play in an athletic contest unless it is a school excused absence. (Special Circumstances approved prior by Athletic Director or Principal)
DISCIPLINE OF ATHLETES/CODE OF CONDUCT:

Occasionally, it becomes necessary to take some form of disciplinary action against an athlete as a result of unacceptable misconduct or refusal on his/her part to comply with school or athletic policy. While the student handbook identifies and "spells out" the specific disciplinary actions that will be taken for certain offenses, in athletics we have adopted a code of conduct. The code of conduct, which is signed by the athlete, his/her parent, and the coach, explains the procedure that will be followed in disciplining an athlete for serious violations of school policy, athletic training rules, or misconduct. Coaches are expected, prior to participation, to thoroughly explain the code of conduct to the athletes in his/her charge, and to obtain the signature of each athlete and his/her parent to the document. It is essential that athletes understand that any disciplinary action imposed upon the athlete for violating the athletic code of conduct is in addition to and not in lieu of action prescribed by the appropriate assistant principal. Suspension from athletics can be accomplished by the principal and/or athletic director and does not require a due process hearing. (Appendix B)

ATHLETIC AWARDS

LETTER AWARDS:

It is the policy of this district to allow the head coach in each sport to establish letter requirements for his/her particular sport. However, a student must meet all eligibility requirements and finish the season to be considered a candidate for a letter award. Letter certificates will be presented to each student who meets the criteria for such an award.

INDIVIDUAL SPORT AWARDS:

It will be at the discretion of the coaching staff of each sport as to what, if any, motivational, inspirational, or achievement awards will be presented in their program.

THE LEON WILLIAMS AWARD (Best all-around Male Athlete):
This award is presented annually to the senior male student at Clovis High School and the freshman male student at CHSFA, who is selected as the all around male athlete. The candidates for this award must have lettered in at least two (2) sports during their senior year at Clovis High School. At the freshman campus, candidates must have participated in (3) sports. While this award is based primarily on athletic achievement, such factors as leadership and character should be strong considerations in the selection. Nominations and selections are made by the coaching staff of the boy’s sports.

LADY WILDCAT AWARD (Best all-around Female Athlete):
This award is presented annually to the senior female student at Clovis High School who is selected as the all around female athlete. Candidates for this award must have lettered in at least two (2) sports during their senior year at Clovis High School. At the freshman campus, candidates must have participated in (3) sports. While this award is based primarily on athletic achievement, such factors as leadership and character should be strong considerations in the selection. The coaching staff of the girl’s sports makes nominations and selections.

MOST OUTSTANDING FEMALE/MALE ATHLETE (ALL-AROUND):
Each middle school annually honors its most outstanding all-around athlete with this award. Candidates for this award must have participated in (3) sports. While this award is based primarily on athletic achievement, such factors as leadership and character should be strong considerations in the selection. The coaching staff at each school makes nominations and selections.

COMPETE WITH CLASS AWARD
This award is presented annually to the senior student athlete at Clovis High School and the freshman student athlete at CHSFA, who best exemplifies the core values of “Compete With Class” (Respect, Integrity, and Responsibility).
THE DICK AND BERTHA ROWLEY AWARD:
This award, named in honor of the late Dick and Bertha Rowley, each year recognizes, honors, and rewards the scholastic achievement of a CHS athlete. The four sons of Dick and Bertha Rowley (Richard, Nick, Mac, and Mike) annually honor their parent’s memory by providing a $1000 dollar grant to the graduating senior, male or female, with the highest accumulative grade point average (grades 10-12) who letters in a sport at Clovis High School.

To receive the grant, the recipient must enter the college or university of his/her choice in August or September of the year of graduation, and upon enrolling, send evidence from college/university that he/she is, in fact enrolled as a full-time student.

In the event that two or more student athletes have an identical GPA, the grant will be equally divided among recipients.

SCHEDULING:
The athletic director/assistant athletic director/athletic coordinator will schedule and contract all athletic events with consultation from the head coach.

GAME OFFICIALS:
Varsity game officials for football and basketball are assigned by the NMAA varsity assignor. The local officials association will assign officials for athletic contests below the varsity level.

Officials should at all times be treated with respect. It is highly inappropriate to publicly question an official’s integrity, or to in any way insult his/her dignity. If you have a serious complaint against an official you are expected to pursue your grievance through the proper channels. Never take advantage of your access to the media to "publicize" or "sensationalize" your displeasure.

EQUIPMENT PURCHASES/BUDGET:
The head coach in each sport will present the athletic director with a list of equipment he/she requests to be purchased for the next year. The list will be due on or before the deadline set by the athletic director and must not exceed that program's assigned budget.

MAINTENANCE:
When any of our athletic facilities are in need of repair or maintenance, please inform the athletic office. The athletic director/coordinator will then file a "work order" with the maintenance department. If the matter has not received attention after a reasonable amount of time, inform the athletic office of the situation.

TRANSPORTATION:
Upon completion of the schedule for each sport, the athletic office will make arrangements for team transportation. Coaches are expected to confirm travel date and departure time with the athletic office on the Monday prior to each trip.

Coaches' transportation requests should be submitted to the athletic director at least two weeks in advance of the trip. He will then make the transportation request.
NOTE: The use of personal vehicles for school related transportation purposes is strongly discouraged and should only occur when a school car is not available and with the prior approval of the athletic director.

NOTE: School vehicles should be returned to maintenance at your earliest convenience upon return from a trip.

REIMBURSEMENT OF EXPENSES:

School credit cards can be used with prior approval for scouting, coaches clinics etc...
All head coaches, whose sports participate in a North/South All-Star game, will be required to join the coaches association in order for athletes to be eligible to participate in these games. The Clovis Municipal Schools will pay for the head coach’s dues to join the NMHSCA.

ADVERTISING:

The use of athletes and athletic events is a popular source of business promotions and advertisement. The school system is frequently requested by individuals, firms, groups, or organizations to be allowed to contribute items or goods for use by the school or students that contain some form of advertisement.

*Coaches are urged to keep their principal and athletic director/coordinator informed of requests or promotions that might be questionable.

PROHIBITED ADVERTISEMENT:

The New Mexico Activities Association Handbook (Section 4.1.4) stipulates that no liquor or tobacco advertising shall be included in any advertising related to any athletic event sponsored or sanctioned by the Association.

BROADCASTING/TAPING OF CHS SPORTS EVENTS:

The audio and/or video broadcasting and taping of school sports events is authorized by the school board under the following conditions:

A. Approval of such audio and/or video broadcasting and taping to be through the superintendent/designee.

B. Rules for such coverage, as established by the NMAA must be followed.

C. No expense for such coverage will be incurred by the school board.

D. Live telecast: a fee of $2000.00 will be charged to the company/station requesting the live telecast of a regular scheduled high school athletic event. Both schools involved must give approval for such a telecast. A signed contract and a check in the amount of $2000.00 must be received by the home school at least four (4) days before the game is to be played.

E. Delayed telecast: fees for delayed telecasts of sports events will be as follows:

1. Within twenty-four (24) hours of the event - $100.00
2. More than twenty-four (24) hours after the event - $75.00

*All fees shall be considered as part of the gate receipts.

BOOSTER CLUBS:

Booster clubs play an important role in the support of interscholastic athletics. Because their primary purpose is to enhance your program, coaches are expected to be very supportive and cooperative with the booster club of their respective sport. The organization's involvement should be in cooperation with the administration and coaching staff of the school. Pre-cautions
must be taken not to extend activities into areas that create conflict within the school community and existing educational philosophies. Groups should not commit the school community to activities that infringe on instructional time or require inordinate amounts of time, effort, or money. It is essential that activities that use the name of the school or implied support of the school or the district adhere to the policies procedures and financial safeguards normally expected of public bodies. Booster Clubs are prohibited from using CHS students in their fund raisers unless it is a service that our students are providing. Prior approval must be obtained. Coaches must help insure that their booster clubs follow the Booster Club By Laws. All fund raisers must be pre-approved by the athletic director and/or high school principal. Forms can be obtained from the athletic office.

All award banquets/dinners will be at the discretion of the head coach and will be the responsibility of the appropriate booster club/parent organization.

EMERGENCY PROCEDURES FOR ATHLETIC INJURIES IN CLOVIS MUNICIPAL SCHOOLS:

I. Emergency plan for athletic accidents or injuries to be carried out by coaches unless a school nurse, athletic trainer or a doctor is in attendance. All 911 calls will be reported to the Superintendent’s office. (Time of call, name of student, brief description of accident/emergency/crisis, name of person/parent notified, and student(s) transported to hospital/home/doctor.

II. Transportation

A. All head and/or back injuries, as well as any life-threatening situation, should be transported by ambulance.

III. Communication

A. Serious Injury (potentially life threatening)
   1. Call ambulance and doctor; give nature of injury.
   2. Contact principal/athletic director/coordinator and district office.
   3. Call parents.
   4. Fill out accident form and turn in to athletic office.
      (See appendix D)

*If 911 is called make sure you contact Superintendent’s office with the following information:
   1. Time 911 call made
   2. Name of Student
   3. Grade of Student(s)
   4. Brief Description of Accident/Emergency
   5. Name of Person/Parent Notified
   6. Student(s) Transported to Hospital/Home/Doctor(when transportation is determined)

B. Non-serious injury
   1. Call parents if you feel there is any possibility that the individual might need medical attention.
   2. Fill out accident form and turn in to the athletic office.

NOTE TO COACHES:
If there is any question as to whether the injury is of a serious or a non-serious nature, it must be considered serious. Be sure that players know to stay down when hurt. Be sure that other players don’t pull an injured athlete up. Keep up with proper first aid techniques and don’t allow "skill decay" to set in.
IV. Emergency numbers:

Dr. Joel Sievers MD
Family Practice and Sports Medicine
Office: 575-226-3023

Ambulance: 911
Police: 911 or 575-769-1921
Plains Regional Medical Center: 575-769-2141

V. It is advisable to have a list of home and office numbers of parents easily accessible in case of emergencies with athletes in any sport.

NOTE: Students with significant injuries should have a statement signed by a licensed physician presented to the athletic trainer and head coach stating conditions under which renewed practice is advisable.

COACH/PLAYER RELATIONSHIPS

The relationship between coach and player is very important. Often the coach becomes a very powerful influence on a young athlete during the formative years. This influence can be either good or bad, and parents who place their dearest possession in the coach's charge have every right to expect the coach, by his/her example, to produce a finer and better young person for having participated under his/her guidance.

As a coach, you should not only expect, but at all times demand, the proper respect from your players. That respect should inherently accompany the position of leadership you hold in our athletic program. Because of the demands we make on their time and energy, our athletes have the right to expect nothing less from us as coaches.

Should you encounter a student in your program that for various reasons you deem unworthy of your respect, concern, and consideration, that student should be dropped from the program rather than being frequently subjected to degradation and humiliation.

POLICIES FOR ROCK STAUBUS GYMNASIUM/CLOVIS MIDDLE SCHOOL GYMNASIUMS

General Philosophy – Clovis Municipal Schools Gymnasiums are dedicated to the purpose of development of healthy bodies, recreational activities, and leisure time hobbies. The building is to be used by the community and school with a sincere purpose of care and maintenance of the facilities.

School Use - In general, the gym will be used for boys and girls athletics from 7:30 - 5:30 daily. Beginning around the first of August each year, the building is to be used for volleyball and basketball practice by the high school teams. It is recommended that the auxiliary gym instead of the main gym floor be use for physical education classes. Preference will be given to school activities over community utilization.

Care of Gym Floor - Only approved gym shoes are to be permitted on the main floor. NO STREET SHOES are permitted on the floor at any time. No activity of school or community is to be permitted in the gym that would potentially damage the floor area.
Rental of Gym by Organizations - Organizations or community groups which desire use of the gym shall make request through the school office. The request should be made as far in advance of use as possible. Rental fees shall be paid in advance for use of the gym. The gym may not be rented by anonymous individuals or out-of-town organizations. The renter shall be responsible for all damages incurred as a result of use or performance. In general, the gym is not to be used as an auditorium as it is recommended that the performance art center be utilized for such meetings. In addition, it is clearly a gymnasium, and commercial enterprises, non-athletic in nature, shall not be approved.

Supervision - There must be a school custodian present for openings, closing, and regulation of utilities at all activities. A standard fee shall be paid to the custodian by the business office from the rental fee for supervision of the gym. Organizations that rent the gym shall pay for an event master (assigned by the athletic coordinator). In the case of the city of Rio Rancho using the facility, they may provide their own event master. The drinking of intoxicating beverages or the use of tobacco in the gym or on the school grounds is prohibited. The gym may not be used by a school group or organization without an authorized principal, coach, or teacher present.

School Equipment - The sound system and score board shall be used only by authorized personnel of the school. The handling of bleachers, basketball goals, chairs, floor coverings, safety net, lights, heating plant and physical facilities, shall be by the gym custodian only. No equipment of the gym may be loaned or borrowed except within the school system. All community groups or individuals shall furnish their own individual basketballs, towels, gym shoes, and gym suits.

General Conclusion - The board of education desires the building to be used in such a manner that the future generation enjoys the benefits of the building.

DISTRICT OFFICERS

District Chairman – Larry Waters
Will be a voting member of the District and will handle the business and financial matters of the District. Elected by the District for a four-year term expiring at the end of the 2016-2017 school year. This District Chairman to be responsible for calling and presiding at all District meetings as necessary.

District Secretary/Treasure – Karen Molony
Elected by the District for a one-year term expiring at the end of the 2016-2017 school year.

DISTRICT SCHOOLS

Clovis Municipal Schools
Dale Fullerton – Athletic Director
Email: dale.fullerton@clovis-schools.org
Phone: 769-4350, ext. 1024 Cell: 575-760-1749 Fax: 575-769-4823
Assistant Athletic Director; 769-4350, ext. 1004 Cell: 575-760-7590
Ath. Secretary: Samantha Valdez; 575-769-4350, ext. 1024
Jay Brady – Principal Phone: 769-4350, ext. 1005
P.O. Box 19000, Clovis, NM 88102-9000

Eldorado High School
Roy Sanchez – Athletic Director
Email: sanchez_roy@aps.edu
Phone: 505-296-4871  Cell: 505-221-1493  Fax: 575-234-3399
Martin Sandoval – Principal  Phone: 505-296-4871/1229

La Cueva High School
Lee Ann Moores – Athletic Director
Email: moores_l@aps.edu
Phone: 505-823-2327/33011  Cell: 505-554-7335
Dana Richardson – Principal  Phone: 505-823-2327/33014  Cell: 505-301-6165

Manzano High School
Matt Espinosa – Athletic Director
Email: matthew_espinosa@aps.edu
Phone: 505-559-2200/2434  Cell: 505-328-8962
Karen Webb – Principal: 505-559-2200/23201  Cell: 505-323-3860

Sandia High School
Joe Williams – Athletic Director
Email: williams_joe@aps.edu
Phone: 505-559-2200/2434  Cell: 505-328-8962
Scott Elder – Principal: 505-294-1511/30001  Cell: 505-362-9113

Santa Fe High School
Sara Baca – Athletic Director
Email: sabaca@sfps.k12.nm.us
Phone: 505-467-2500  Cell: 505-690-4083
Mary Massey – Principal: 505-  Cell: 505-

APS-Athletic Director: Ken Barreras – Office: 505-878-6161  Cell: 505-252-3195  Fax: 505-830-3383
APS-Assistant Athletic Director: Ed Drangmeister – Office: 505-878-6164  Cell: 505-515-5130  Fax: 505-830-3383

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

Notice to students, parents, and employees:

The Clovis Municipal Schools do not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. For inquiries regarding nondiscrimination policies contact:
Director for Personnel
Human Resources Department
Clovis Municipal Schools
1009 Main Street
P.O. Box 19000, Clovis, New Mexico 88102-9000
(575) 769-4322  O.C.R. 5/97

ELIGIBILITY RULES

The following eligibility rules shall apply to every athletic contest held under the auspices of the New Mexico Activities Association. The school principal, athletic director, and coaches are jointly charged with the responsibility of seeing that these rules are strictly observed in each contest in which students of Clovis municipal Schools engage. Coaches should familiarize themselves with eligibility rules and procedures and advise their athletes as to their responsibility for eligibility.
SECTION 4.17 INTERSCHOLASTIC ELIGIBILITY: AGE

A student becoming 19 years of age after August 31 of the current school year is eligible for the entire school year. Thus, a student who is 19 years of age or older prior to September 1 (12:01 AM midnight –MST) is ineligible.

No student shall take part in any athletic contest sanctioned by the NMAA who, on the thirty-first day of August of the current school year, has reached or passed their:

A. 19th birthday for high school competition
B. 16th birthday for 9th grade competition
C. 15th birthday for 8th grade competition

NOTE: If a student is ineligible by age only, he/she may participate in the appropriate higher classification.

SECTION 4.11 INTERSCHOLASTIC ELIGIBILITY: ENROLLMENT (High School grades 10-12)

1.12.1 – The player/participant must be a bona fide students of the member school in grades 8-12 for which he/she participates or represents.

1.12.5 - A student entering school for the first time in a school year must have enrolled by the tenth (10) school day of that semester to be considered eligible immediately, unless he/she has attended another school during that period.

1.12.6 – If not enrolled by the tenth (10) day, the student in ineligible until his/her eleventh (11) day of attendance.

SECTION 4.7 INTERSCHOLASTIC ELIGIBILITY: ENROLLMENT (Junior High grades 8-9)

1.7.1 – The player/participant must be a bonafide student of the member school in grades 7-9.

4.8.2 A – The student must be a regularly enrolled student of the seventh, eighth, or ninth grade in that school. He/she shall be eligible immediately after his/her enrollment.

SECTION 4.15 INTERSCHOLASTIC ELIGIBILITY: PARENTAL CONSENT

A statement will be on file in the Principal/Athletic director’s office, signed by the student’s parents or guardian that, there are no objections to the student participating in athletic contests or to the school releasing to the Association information on the student when needed to determine eligibility. (See appendix A)

SECTION 4.16 INTERSCHOLASTIC ELIGIBILITY: PHYSICAL FITNESS

The student must be physically fit. This fitness must be verifies in writing by a licensed medical/osteopathic physician/physician’s assistant or nurse practitioner to the extent authorized by their practice act and licensing authority. This certificate must be on file in the school office. This requirement applies to cheer/drill participants as well.

SECTION 4.20 INTERSCHOLASTIC ELIGIBILITY: RESIDENCE

4.20.1 Unless an exception has been granted pursuant to 4.23.4, no student, whether an adult or not, shall be eligible to participate in high school athletic contests representing a
school unless the student and parents have established bonafide residence in the attendance area in which the high school is located.

SECTION 4.18 INTERSCHOLASTIC ELIGIBILITY: SCHOLARSHIP

4.18.1 A student shall have passed a minimum of four (4) classes, not failed more than one (1), and had a grade point average (GPA) of 2.0 or better for the most immediate previous grading period or cumulatively, beginning with and including the first semester of grade nine (9). The cumulative provision may only be applied to the beginning of a semester and only semester grades are to be used, (specific period grades – 6 or 9 weeks are not applicable to this provision). During the current semester, the student must pass a minimum of four (4) classes, and not fail more than one (1) class, and maintain a GPA overall of 2.0 or better per grading period during the semester.

NOTE #1 – All class work counted for eligibility must be acceptable for graduation.
NOTE #2 – The GPA is based on a 4.0 scale with an allowance for consideration of honors points.

4.18.4 – A student may make up one (1) semester class during summer school by earning a passing grade in that class.

NOTE #3 - For grade nine (9), to maintain his/her eligibility, the student the student must, at the end of each grading period, have achieved a 2.0 GPA, passed a minimum of four (4) classes, and not failed more than one (1) class. THE CUMULATIVE PROVISION DOES NOT APPLY.

SECTION 4.13 INTERSCHOLASTIC ELIGIBILITY: SEMESTER OF ATTENDANCE (High school)

4.13.1 – A student shall be eligible for interscholastic competition for ten (10) consecutive semesters of attendance, no more than two (2) of which shall be in the eighth grade, nor more than eight (8) in grades 9-12.

SECTION 4.19 INTERSCHOLASTIC ELIGIBILITY: TRANSFER (High school)

4.19.1 – A student must submit to the new school, a transcript of credits and grades showing eligibility in the previous school at the time of transfer. The receiving school must have the transcript or telephone verification prior to allowing the student to participate.

4.19.2 – A student transferring during a semester must be enrolled in the new school ten (10) school days after enrollment in that school. The student becomes eligible on the eleventh (11) school day. If the ten (10) days extend into the beginning of a new semester, the student becomes eligible at the beginning of the new semester.

SECTION 4.8 INTERSCHOLASTIC ELIGIBILITY: TRANSFER (Middle School)

4.8.1 – If a student is scholastically eligible at the previous school attended, he/she will be eligible the first day at the new school.

PARTICIPATION LIMITS:

1. A student is eligible for eighth (8th) grade competition for four (4) semesters after first enrollment in the seventh (7th) grade.
2. A student is eligible for ninth (9th) grade competition for (6) semesters after first enrollment in the seventh (7th) grade.

SECTION 4.1.5: PARTICIPANT INSURANCE

It shall be mandatory that all participants be covered by insurance. Participants shall carry the school-offered insurance or provide the school with documentation that they are covered by private insurance. In addition, effective the 87-88 school year, all junior high/middle schools and senior high athletes are also required to have catastrophic accident/injury insurance prior to participation. (The catastrophic insurance is purchased by the Clovis Municipal Schools)

MEDICAL RELEASE FORMS

A form signed by the athlete’s parent/guardian authorizing the coach, team physician, or school officials to use their own judgment in administering first aid, securing medical aid and/or ambulance service in the event of a medical emergency involving their son/daughter/ward and when the parents or family doctor cannot be immediately reached must be signed and on file. This should be easily accessible at all times and carried on all out of town trips.

LOSS OF SCHOOL TIME:

In an attempt to reduce the amount of school time missed as a result of extracurricular activities the New Mexico Activities Association has mandated that:

A. One day events must be scheduled on Saturday or non-school days, or start on or after 3:00 PM.

B. Multiple-day events must include Saturday or a non-school day as one of the days.

C. No student shall be absent from school for school-sponsored extracurricular activities in excess of fifteen (15) days per semester and no class may be missed in excess of fifteen (15) times per semester.

Exceptions to A & B:
1. Golf, due to the non-availability of public golf courses on Saturdays.
2. Events during non-school days.

SUMMER RECREATION PROGRAMS:

A. A school may not sponsor an organized summer recreation program for senior high students.

B. Summer recreation programs that share costs between community and school, that is, jointly sponsored, are permissible but should not be developed to enhance varsity athletic programs.

C. Schools are permitted to open their gym on weekends or for summer recreation programs provided:
1. It is open to all students of that school.
2. There is no coaching.
3. No placement on teams.
4. Supervision as required by local board policy.
D. A coach may work, direct, referee, and coach in a non-school or jointly sponsored recreation program.

E. A school coach may direct, during the summer months, a weight lifting and physical training program as long as it is open for all students.

F. Scrimmages/games are not permitted outside the summer recreation program.

SUMMER CAMPS:

A. Schools may not sponsor summer camps.

B. Camp fees (tuition) may not be paid from school funds. School funds are state generated funds and gate receipts.

C. Non-school sponsoring organizations may employ school coaches as directors, instructors, supervisors, etc.

D. School funds may not be used to provide transportation for coaches, players, or other school personnel.

E. Coaches may work in camps regardless of the number of his/her students attending the camp.

F. School facilities may be used by an outside organization for a summer camp.

G. Booster clubs may pay a student’s tuition as long as it does not come from school funds.

NOTE: The NMAA defines summer as being from the time school is out until school starts or the practice season for that sport begins, which ever comes first.

OFF SEASON PROGRAMS:

During the school year, but outside a particular sport season (off-season), a member school may allow participation in that particular sport during an athletic period (not over 7.5 hrs. per week). The participation may not last longer than the allotted class time. For schools not having an athletic period, a block of time equal to a regular school period may be used each day for sports participation. Interschool competition/scrimmages are prohibited during the off-season.

In off-season football, the following equipment is prohibited: helmets and other protective equipment, such as pads, guards, etc.

SPORTSMANSHIP – PLAYERS, COACHES and Fans:

A. When a participant/coach/fan is disqualified from any contest for unsportsmanlike conduct:
   1. First Offense: The participant is automatically suspended from the next contest minimally and depending on case as determined by the Executive Director.
   2. Second Offense: The participant is automatically suspended from the next (2) contests and a meeting with the Executive Director/designee.
   3. Third Offense: The participant is automatically suspended 180 school days/ 365 calendar days and a meeting with the Executive Director/designee prior to participation.
NOTE: The involved school must notify the Association, in writing, of each offense or be subject to additional sanctions.

B. EXHIBIT RESPECT FOR THE OFFICIALS: The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of it. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

C. COACHES: One of the most commonly used justifications of an interscholastic athletic program is the benefits that the athlete derives from learning a practicing good sportsmanship. As a coach in the Clovis School System, you are expected to make teaching sportsmanship a high priority. It is imperative that our kids win with class and learn to tolerate defeat with dignity. The degree to which our athletes attain the desirable attributes of good sportsmanship will obviously be reflected by the example you set as a coach.

ATHLETIC AWARDS

• Each student in order to represent his/her school in any Association-approved contest shall be an amateur.

The following statements apply to amateur status in the Association: However, student athletes should contact college and university personnel and other amateur governing bodies concerning their requirements for maintaining the status of an amateur.

4.22.5– An amateur athlete shall not receive, directly or indirectly, pay or financial benefit for participating in any athletic contest. Financial benefits include such things as free or reduced meal, merchandise, gift certificates, etc.

4.22.11– AWARDS – Individual participants of any interscholastic athletic activity sponsored and/or approved by the Association shall not accept cash or merchandise awards. All awards shall be symbolic in nature with no intrinsic value such as, but not limited to, letters, plaques, trophies, medals, ribbons, certificates, and letter adornments.

NOTE #1 Cash includes such things as, but not limited to, money in any form such as cash, money orders, scholarships, free or reduced priced meals.

NOTE #2 Merchandise includes such things as, but not limited to, jackets, sweaters, blazers, windbreakers, blankets, T-shirts, rings and gift certificates.

INDIVIDUAL SPORTS REGULATIONS
MIDDLE SCHOOL
High School 9-12 see District Athletic Handbook

Pre-competition Practice Requirements:

A. Fall sports – each individual must have a minimum of ten (10) days practice prior to competition.

B. Winter/Spring Sports – each individual must have a minimum of five (5) days practice prior to competition.

BASKETBALL: (Boys and Girls)
A. Practice may begin one (1) week, (five school days), after the last scheduled football/volleyball game, but in no case before Monday of Week #16.

B. The intermediate size basketball, (NCAA women’s size), shall be used by all classes (girls).

C. Seventh and eighth grade is limited to eighteen (18) total games. This includes regular season games and invitational tournament games.

D. Maximum length of game time shall be as follows:

- 7th graders – six minute quarters
- 8th graders – 8 minute quarters

**FOOTBALL:**

A. Practice may begin on Monday of Week #7.

1. Each team or individual must have at least ten (10) days of practice before competing in a game.

2. The first three (3) days, excluding Sunday, of practice for each participant shall be a time of conditioning without the wearing of pads (helmets are permissible); the remaining seven (7) days, pads are permissible.

B. The maximum number of games for 7th and 8th grade teams or individuals shall be seven (7) games.

C. Maximum length of game time shall be eight minute quarters for 7th grade games and ten minute quarters for 8th grade games.

D. No tie breaking procedures are to be used in middle school contests.

E. A 7th or 8th grade has a running clock in the 2nd half at 35 points

**TRACK AND FIELD:**

A. Practice may begin on Monday of Week #12.

B. The maximum number or meets shall be: five for 7th graders; seven for 8th graders; and seven for 9th graders.

C. All distances for both individual and relays for 7th and 8th grade students are to be the same as those at the senior high level.

1. A 7th or 8th grade student shall be limited to four events in any track meet. No more than three of these events may be running event, including relays: No more than one may be 400 meters or more.

D. 7th and 8th grade hurdle height: The boy’s 110 meter high hurdles will be 36” in height. The boy’s 300 meter intermediate hurdles will be 33” in height. The girl’s 100 meter hurdles are 30” in height.
E. Because of the danger involved, the javelin throw shall be excluded from all Junior High Track Meets.

VOLLEYBALL:

A. Practice may begin Monday of Week #7.

B. Each team or individual is limited to fourteen (14) matches. This includes matches and invitational tournament matches. Matches shall consist of the best two out of three games.

REQUIREMENTS FOR COACHES

1. Requirement for coaches as per NMAA handbook.

2. Effective July 1, 1992, all head and assistant coaches, grades 7-12, must meet the New Mexico State Department of Education licensure requirements:
   a. Initial licensure will be based on completion of either: 1) a SBE approved coaches’ training program; 2) a valid teaching license with an endorsement in physical education; or 3) 24 semester hours of credit in physical education; AND completion of the NMAA coaches' training program.
   b. Licenses will be issued for 3-year and 9-year periods.
   c. Licenses will be renewed based on the employer’s verification that the coach has satisfactorily demonstrated the SBE coaching competencies and has completed a Rules Clinic(s).

3. Head Coaches must be certified employees of the Clovis Municipal Schools.
   a. Requirements of this provision may be wavered by the PED.

4. Assistant coaches for any sport must be an employee of the Clovis Municipal Schools or meet one of the following criteria:
   a. Receive an increment for coaching duties from the Clovis Municipal Schools. (Each sport is permitted to equally divide one assistant coach’s increment in order to have an additional coaching position). Coach must complete I-9 and W-4 forms.
   b. Before an assistant coach can be assigned to a coaching position, he/she must complete the required coaching application form; take a TB test, and interview with the Administration, Athletic Director and/or the athletic coordinator of the particular school.

5. Volunteer coaches for any sport must be approved by Athletic Director and meet one of the following criteria:
   a. Receive permission for coaching duties from the Clovis Municipal Schools Human Resources Department.
   b. Before an volunteer coach can be assigned to a coaching position, he/she must complete the required coaching application form; take a TB test, and
The Head Coach shall have the right to assign duties and responsibilities to assistant coaches with the approval of the Athletic Director and/or Principal. However, volunteer coaches may not be assigned to fulfill the coaching assignment or duties of an incremented coach hired by the CMS district. We will no longer use volunteer coaches at the varsity level where we have incremented assistant coaches. At sub-varsity a volunteer coach can be to assist only. We will be limited to one volunteer per team.

RESPONSIBILITIES OF ALL ATHLETIC PERSONNEL

1. Conduct yourself in a manner, both on and off the field, that will bring credit to yourself, your team, and your school. We want our athletic programs to be something special.

2. Be friendly and responsive to people in the community. Remember, confidentiality and loyalty are points to consider before talking about internal problems or situations which exist with a player, team or other staff member.

3. If a serious athletic problem exists, inform the Athletic Director.

4. Know district and state eligibility and transfer rules and follow them to the letter.

5. Secure facilities after use; i.e. locker room, equipment room, building showers, building lights, etc.

6. School purchased uniforms and equipment are to be returned at the end of the season. Uniforms and equipment should be worn and used only for school practice and games; they are not to be given to the athlete or be used elsewhere.

7. Cooperate with teachers and administrators.

8. If possible, coaches should be in attendance at all home athletic contests at their respective schools.

9. Before an assistant coach dismisses an athlete from a sport, he or she should consult the head coach of that sport. The head coach will discuss the situation with the coaching staff and notify the athletic coordinator or AD before taking action.

10. Supervise the locker room before and after each practice.

11. Do not allow anything outside of school to interfere with your work with the young people you have been hired to work with.

12. Promote and support athletic programs that involve junior high students.

13. Be familiar with the policies of the Clovis Municipal Schools and the NMAA.

14. Assure that illegal recruiting is not taking place in your school. This will not be tolerated.

15. Coaches are expected to suit out anytime they are requiring their athletes to suit out.

UNDUE INFLUENCE FOR PARTICIPATION:
It is the philosophy of the Athletic Department that the athlete shall enjoy as many sports seasons as the student-athlete and his/her parents wish without influence from any coach to specialize in one sport. All coached should encourage participation in other sports.

**SQUAD SELECTION:**

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, strive to maximize the opportunities for our students without diluting the quality of the program. *(A student at the middle school or freshman level (grades 7-9) will only be allowed to try-out for a team at the school in which they are currently enrolled.)*

Cutting Policies

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

A. Sub-varsity and junior high coaches will take into consideration the policies as established by the head coach of that sport when selecting rosters.

B. Prior to trying out, the coach will provide the following information to all team candidates:
   1. Extent of try-out period. (3 practice sessions)
   2. Criteria used to select the team.
   3. Number to be selected.
   4. Practice commitment if they make the team.
   5. Game commitments.

*(No student will be allowed to try-out for an athletic team without a doctor’s physical, proof of insurance, and parent permission).*

C. When a squad cut becomes a necessity, the process will include the following elements:
   1. Each candidate must have competed in a minimum of 3 practice sessions.
   2. Each cut candidate shall be informed by the coach and given the reason for the action. Cut lists are not to be posted!
   3. Coaches will discuss alternative possibilities for participation in the sport or other areas of the athletic program.
   4. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the athletic coordinator, building principal, or athletic director.

**SCHEDULING:**

1. The Athletic Director/Assistant Athletic Director/Coordinator/Head Coach will schedule all athletic contests.
2. No coach will schedule on an individual basis, but can be consulted.
3. No coach will change the date, time, or site of a scheduled athletic contest without prior approval of the Athletic Director.

**GAME LIMITATIONS:**
The game limitations for varsity, junior varsity, 9th grade, and 8th grade sports are listed below. There is a limit of one (1) scrimmage in each sport and the limit applies to all sports. (See the NMAA handbook to see when scrimmages are allowed for each sport).

**Cross Country** – 8 meets

**Football**
- Varsity – 10 games
- JV – 9 games
- Sophomore – 9 games
- 9th – 9 games
- 8th – 7 games

**Soccer**
- Varsity – 20 games
- JV – 17 games

**Volleyball**
- Varsity – 20 games
- JV – 17 matches
- 9th – 17 matches
- 8th – 14 matches
- 7th – 14 matches

**Basketball**
- Varsity – 26 games
- JV – 23 games
- C – 23 games
- 9th – 23 games
- 8th – 18 games
- 7th – 18 games

**Baseball**
- Varsity – 26 games (Tournament equals 3 games)
- JV – 23 games
- C – 23 games

**Softball**
- Varsity 26 games (Tournament equals 3 games)
- JV – 23 games
- C – 23 games

**Golf**
- Varsity – 10 matches

**Swimming**
- Varsity – 10 matches

**Tennis**
- Varsity – 12 matches

**Track**
- Varsity – 10 meets
- JV – 7 meets
- 8th – 7 meets
- 7th – 5 meets
TRANSFERS BETWEEN MIDDLE SCHOOLS

A student (in good standing) transferring during the school year from one Clovis middle school to another, without a change in residence into the new district, will be ineligible for competition ten (10) school days. The student would become eligible on the eleventh day for competition.

A student (not in good standing) transferring during the school year from one Clovis middle school to another, without a change in residence into the new district, will be ineligible for competition ninety (90) school days. A good standing letter signed by the principal from the transferring school must be presented to the director of athletics. A student may transfer only once during any school year.

S. A. E. A.

Travel, Awards, Meals, & Overnight Procedures for CHS Athletic Teams

1. CMS Athletic Travel Procedure

The following procedures regarding out of town travel is an important step for CMS. This helps our school district with compliance in regards to the School Athletic Equity Act. The procedure is for all athletic teams at Clovis High School. We will feed all teams at the high school level when we travel 70 miles (one way) or further with our athletic teams. This mileage is calculated from school to school. The limit on all meals is $7.00 (total includes, tax & drink). When varsity, JV, and C-Team travel together the limit on all meals is $7.00 (total includes, tax & drink), however boosters can increase a reasonable amount. The limit on all meals is $8.00 (total includes, tax & drink) when varsity travels alone, but boosters can increase a reasonable amount. On day trips over 70 miles we will only feed the team one meal. Boosters can feed varsity teams a pre-game meal. THIS SHOULD BE CLOSELY ADHERED TO.

Varsity Coaches will check out credit cards before their trips. JV, C-Team, and Freshman coaches will check out credit cards from the site Athletic Director on the day before travel. Credit cards used by a Varsity, JV, C-Team, or Freshman coach will be returned with the receipt the next working day to the athletic office.

Only varsity athletic teams may be fed inside the 70-mile radius with booster money, fundraisers or donations. If any team is playing in a tournament we can make exception if cleared by Athletic Director. Student athletes must pay for their own snacks when inside the 70-mile radius; coaches are encouraged to stop at convenience stores. No sit down meals are allowed when inside the 70-mile radius. Any exceptions (such as all day events) must be pre-approved by the Athletic Director. On day trips over 70 miles we will only feed the team one meal. THIS SHOULD BE CLOSELY ADHERED TO.

Varsity athletic teams are the only team we allow to stay overnight for athletic events. Teams will only be allowed to stay overnight two times for tournaments and competitions not counting state competition during the sport season.

The Athletic Department will make all reservations for overnight trips. Athletes will stay four to a room (If there are one or two extras, rollaway beds are used.). Coaches will stay up to four in a room. All female coaches will stay together, and all male coaches will stay together. We need to remember it is not about staying overnight, it is about the game/competition itself.

Roster limitations will determine the number of athletes taken on trips; (Baseball 18 players & 4 coaches, Basketball 14 players & 4 coaches, Cross Country, 7 up to 10 at state & 3 coaches, Soccer 22 players & 3 coaches, Softball 18 players & 4 coaches, Cheer 24 participants & 2 coaches, Dance N/L & 2 coaches, Swim must qualify and 2 coaches, Tennis 6 to 12 singles - 3 to 6 doubles & 2 coaches, Track must qualify & 5 coaches, Volleyball 14 players & 4 coaches. We should never need more than 2 managers and 1 student trainer. The trainer will assign student trainers and will be at the
state tournament/competitions if possible.

Roster limitations for sub-varsity football should be no more than the bus will hold including managers and coaches. Meals should be accurate with this number. Varsity football is different because the Coach holds more people. You also will have all coaches, trainers (student trainers), filmers, etc… travel with the team when possible.

2. Meals-State Tournaments & Overnight Trips

CMS Athletic Department does make an exception for teams that are playing in a state tournament in the Albuquerque area or overnight trips to other parts of the state. Teams are allowed three meals a day. (Breakfast $5, Lunch $7, and Dinner $8) This is only if there are no motels in the town/city that provide a continental breakfast. Teams will be required to stay at a motel that provides a continental breakfast if at all possible. Teams will be allowed two meals a day. (Lunch $7, and Dinner $8) Boosters are allowed to increase cost a reasonable amount.

Teams are allowed up to $72 (+ tax) dollars per room. Anything over this would have to be paid by Booster Clubs or from funds raised by team. The Elegante’ is a suggestion with a very good breakfast provided. There are several motels in the Rio Rancho area that are comparable.

3. Procedures for Team meals/Functions in Clovis

Sit down meals at restaurants for home events are not encouraged, however, special occasions may be allowed. This would include pregame, postgame meals. The only exception to this would be banquets at the end of the sport season.

Team meals can take place at school, homes or places other than restaurants. Examples: hamburger cook outs at the football field or after baseball games, meals the night before games at a parent’s house, or pot luck dinners at a church dining hall.

Head coaches must turn in data for all team meals including:
- Date of the team meal
- Meals and drinks
- Cost associated with the team meal

This data will be collected by the CMS individual athletic departments. The data from the male and female athletic team meals will be looked at very closely and if adjustments need to be made to these procedures they will be made the following school year.

4. CMS Athletic SR Awards Procedure

SR awards shall be $50 or below for all athletic teams. This price remains the same, regardless of the money source. (Boosters, parent donations, or additional fundraisers)

5. CMS Athletic Banquet Procedure

Athletic Banquets will have a total spending cap of up to $25 per student. This total will be the limit for catering, banquet rental fees, and any other cost associated with the banquet.

Head Coaches will provide an explanation and written documentation of how each banquet will be administered and how the decision was reached by booster club.

6. Athletic Uniforms Procedure
Athletic uniforms will be purchased by the approval of CMS Athletic Department. Athletic uniforms will not be purchased by any outside source; such as booster clubs or parent donations unless cleared with Athletic Director.
CMS Athletic Department has a uniform rotation schedule set up that is equitable for all sports.

7. **Practice/Spirit Pack Procedure**

Practice/Spirit Packs must be a volunteer item.
Student athletes do not have to purchase practice/spirit packs.
They will be limited to $150 total for any athlete.
Practice/Spirit pack money is not to be used for other program needs.
An exact itemized price list should be given to parents and player with a copy of this list going to the athletic coordinator at the school site.

Summer equipment items are not part of the school practice/spirit pack and should not be included.