

RIO RANCHO PUBLIC SCHOOLS



ATHLETIC HANDBOOK

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I. GENERAL INFORMATION

A. A Message From The Athletic Director

Welcome to the athletic program at Rio Rancho Public Schools (“RRPS”). We are excited about your participation in one or more of our sports and hope that your athletic experience is one of the best of your life.

The contents of this Athletic Handbook are designed for you, the student, and your parents/guardians, It answers many questions you may have regarding the operation of our athletic program. This Athletic Handbook is not intended to be all-inclusive; however, its policies and procedures will be followed completely. **Both you and your parents/guardians must complete the Rio Rancho Public Schools Participation Contract and Physical Examination Certification forms contained in the packet of pre-participation forms and return it to the athletic office before you will be allowed to engage in practice or participation.** Signing these forms indicates that you and your parents/guardians have had an opportunity to familiarize yourselves with the contents of this Athletic Handbook and have had any questions regarding its contents answered for you.

Rio Rancho Public Schools will strive to continue providing all students with the best possible opportunities for a very positive experience.

Best of luck for a very successful year.

Bruce Carver
District Athletic Director
Rio Rancho Public Schools

B. How To Be An All-Star Parent

How do you define an all-star parent? Very simply, an all star parent is a good sport and a great fan. To become an all-star parent of a student, there are times when you must stop parenting. When your son or daughter changes into uniform and becomes a student athlete, you also have to change – from a parent to a fan. Your job on the sidelines or in the stands is not to be a parent, but to be your child’s greatest fan.

There’s no trick here. You already know how to do this. Remember how you behaved when your baby was learning to walk? You were a fan and a supporter, weren’t you? You applauded the “downs” as well as the “ups”.

You never said things like, “What’s taking you so long?”, “How come the kid down the street is walking better than you?”, or “Why do you keep making the same mistakes over and over again?” You were the world’s most appreciative audience.

Why should it be any different now that your child is an athlete? Your job is not to be the coach (unless you are the coach) or the expert. You are there so that you can share the thrill of victory and the agony of defeat – together.

In fact, your child needs your support more in defeat than in victory. Did you ever notice that strangers feel free to come out of the stands and congratulate the winners? But, in defeat, sometimes an athlete’s own teammates and coaches ignore him/her. As a parent you have to be there to cushion setbacks with a positive “We’ll get ‘em next time!”

Three “B’s” For All-Star Parenting:

1. Be There
2. Be Positive
3. Be Seated

Be There – You can never hope to be an all-star parent unless you show up at games. Regardless of the skill level of your child or the success of the team, go to the games. BE SUPPORTIVE. Don’t be a fickle, fair-weather fan.

Be Positive – On the sidelines, if you can’t say something positive, don’t say anything at all. Nothing good comes from negative statements and nothing negative comes from positive ones. If you can’t be positive, at least be silent.

Be Seated – Even though it’s good to be positive, it’s also good not to overdo it. Don’t stick out. Be an admirer, not a cheerleader. Athletes should not confuse your voice with the public address system.

Once you start to become a positive, acknowledging fan, an interesting thing may happen. Your child will want you at the games. When this happens, you will know that you are considered to be an important member of your child’s personal all-star support team.

Rob Gilbert, Ph.D.

C. Mission Statement

The mission of the Rio Rancho Public Schools (“RRPS”) 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.

D. Governing Authority

1. The extracurricular activities and athletic programs of RRPS are under the direct auspices of the New Mexico Activities Association (“NMAA”) and the Rio Rancho Board of Education (“Board”). The NMAA is empowered by the State Board of Education to supervise and regulate all interscholastic activities and athletics in the State of New Mexico. NMAA rules and regulations can be found on its website: www.nmact.org. Students, by participating in interscholastic activities and sports, agree to abide by and be subject to the laws of the State of New Mexico, the NMAA rules and regulations, RRPS Board Policies, and the rules and regulations contained in this Athletic Handbook for both on and off campus conduct, at all times, 24 hours per day, 12 months per year beginning on the first day of the fall season. Participation is a privilege, not a right.
2. It is the responsibility of the student, his/her parents/guardians, and the RRPS athletic personnel to understand and comply with all laws, policies, rules and regulations.
3. The regulations contained in this Athletic Handbook shall be interpreted consistently with federal, state, NMAA and RRPS statutes, rules, regulations and policies. The regulations contained in this Athletic Handbook supersede all previous Parent/Student Student Handbooks or Manuals and are effective as of July 1, 2008.
4. If this Athletic Handbook does not address specifically an individual situation, administrators and coaches/activities sponsors shall seek guidance from RRPS Board Policies, NMAA regulations, and state and local laws. Where the laws, rules, regulations and policies do not address an individual situation, coaches and administrators shall exercise their discretionary judgment as the circumstances require.

E. Sports Offered

Rio Rancho High School is a member of District 5AAAA, and presently provides teams for interscholastic competition in each of the following sports:

Fall

Football
Boys & Girls Cross Country
Girls Volleyball
Boys & Girls Soccer
Boys & Girls Golf
Cheer

Winter

Wrestling
Boys & Girls Swimming
Boys & Girls Basketball
Cheer

Spring

Baseball
Softball
Boys & Girls Track
Boys & Girls Tennis
Boys & Girls Golf
Cheer

F. Statement Of Equal Opportunity

It is the policy of Rio Rancho Public Schools not to discriminate on the basis of race, creed, gender, national origin, religion, age, marital status, sexual orientation, veteran status, or disability in its educational programs, activities, or employment practices. If you believe you have, or your child has, been discriminated against or treated unjustly at school, please contact Tonna Burgos, Title IX Coordinator in the RRPS Administrative Office, 500 Laser Road, 505-896-0667. She will discuss the situation with you and, if you wish, help you file a grievance.

II. ELIGIBILITY UNDER RRPS AND NMAA POLICIES

In accordance with the RRPS Board Policies and NMAA regulations, a student will be considered eligible to participate in athletics (practices and competitions) only after complying with all of the requirements in Subsections A through H, below, as well as those set forth in Section III.

A. Physical Examination

A student participating in extracurricular athletics must be physically fit, and this fitness must be based on a physical examination of the student conducted **after April 1** of the previous school year and verified in writing by a licensed medical, chiropractic or osteopathic physician (collectively, "Physician"), to the extent authorized by their practice act and licensing authority. This certification shall be maintained in the Athletic Trainer office of the school attended by the student and is valid for participation in any and all extracurricular activities through the following school year. Parents/Guardians are responsible for arranging for the student's examination by a Physician and for paying any costs associated with the examination.

The purpose of this examination is to determine the student's general fitness for participation in athletics. It should NOT be considered as a comprehensive medical examination or evaluation or a substitute for general medical care by the student's personal physician.

If any significant medical change occurs during the school year for which the certification is valid, the student may be asked to obtain a new certification from his/her Physician prior to returning to participation or practice.

B. Participation Contract

In addition to the Physical Examination Certification form, a student and his/her parents/guardians must submit to the athletic office a signed Participation Contract, in order for the student to be eligible to participate or practice in an extracurricular activity. The Participation Contract requires that prior to a student's participation, the parent/guardian consent to the student's participation and medical release, and adherence to the Section III. Student Activity Code of Conduct of this Athletic Handbook.

C. Insurance

All students must be covered by both health and accident insurance prior to practice or participation in extracurricular activities or athletics. A student may elect to be covered under a private insurance plan by indicating this fact on the Participation Contract in the appropriate section and providing documentation of proof of insurance to the Athletic office. If the student does not elect to be covered under a private insurance plan, the student will be covered automatically under the insurance plan offered through RRPS each year. The RRPS insurance plan requires a nominal fee each year for which the student's parents/guardians are responsible. In addition, students who participate in football can obtain football insurance forms from the Athletic office however, this insurance only covers injuries sustained while practicing or competing in football with the RRPS team.

D. Academics

Board Policy 304 requires that all students be academically eligible to participate in extracurricular activities and athletics. In order to be academically eligible:

1. A student shall have passed a minimum of four classes and maintain a 2.0 grade point average on a 4.0 scale; either cumulatively or for the grading period immediately preceding participation in order to be eligible to participate in any interscholastic extracurricular activity. Only class work acceptable for graduation credit and graded on a 4.0 scale (no “CR” or “P/F” or “Incomplete” grading) will be considered in determining academic eligibility. The term “grading period” means a period of nine (9) weeks. Cumulative grades can be used only at the beginning of a semester, as long as the student has no more than one “F” in the previous semester.

2. A student is permitted to make-up any one-semester class during the summer school period following the present school year, and the make-up grade earned shall be considered in the determination described in the preceding paragraph.

3. A special education student who is making adequate progress in meeting the goals and objectives on the individualized education plan (which also must indicate and/or recommend participation in Interscholastic Athletics), as assessed by the Individualized Education Program Committee’s determination, will be academically eligible.

4. If necessary, a student should seek assistance in maintaining academic eligibility.

E. Attendance and Participation

In order to be eligible to participate in extracurricular activities:

1. A student must be enrolled in more than half of the school’s regular class schedules and in regular attendance during the current, as well as previous, grading period.

2. A student entering school shall be enrolled by the tenth (10th) day of that semester to be considered eligible. If the student is not enrolled by the tenth (10th) day, the student is ineligible until his/her eleventh (11th) day of attendance. A student is required to practice the required number of days as determined by the coach or activities sponsor of each sport or activity in advance of participating in an interscholastic competition.

3. A student is eligible for eight (8) consecutive semesters starting with the 9th grade year, or ten (10) consecutive semesters beginning with the 8th grade year if the student participates in any sport at the high school level during his/her eighth (8th) grade year and the eighth (8th) grade semesters are within the same academic year.

4. A student shall not be absent from school in excess of fifteen (15) days per semester for school-sponsored extracurricular activities, and no class may be missed in excess of fifteen (15) times per semester. NMSA 1978, § 22-12-2.1.

5. A student is limited to one (1) season of a specific sport per school year, regardless of whether a student transfers, and cannot participate in more than four (4) seasons in a particular sport while in grades 9-12 or five (5) seasons of a particular sport if a senior competed at a high school level while in eighth (8th) grade. It shall be considered a season of participation in a specific sport when a student has been enrolled in and practiced at that school for five (5) or more school days or has participated in any part of an interscholastic contest, regardless of team level. A student in uniform for his/her team shall be considered as having participated in a sports season.

6. A student uses a semester of eligibility if he/she attends one or more class periods in a semester, unless the following criteria are met:

a. The student is forced to withdraw due to illness, injury or disability (as defined by the federal Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.) and the withdrawal is necessary because of the student's medical condition or disability and the District, in its discretion, has obtained approval from NMAA.

b. The student is forced to withdraw on or before the fifteenth (15th) day of the semester.

c. The student must not have participated in any interscholastic athletic event during the semester from which the student withdraws.

d. The student must have been academically eligible at the time of the withdrawal, unless the academic ineligibility is a result of a disability which is the basis for the student's withdrawal.

e. The student must continue to be unable to attend school for at least the remainder of the semester.

f. The student must meet all other eligibility standards.

7. Participation in evening performances, social events or competitions should not affect school attendance on the following day. When performing or competing during the school day, students must return to classes immediately after the event.

8. A student placed on any suspension will not be allowed to compete in contests during the suspension period. A suspended student may practice only to the extent permitted by Section III., below, of this Athletic Handbook.

9. A student who desires to attend a camp, clinic, or be on vacation during a sport season must notify his/her respective coach prior to the beginning of practice for that season.

10. For each unexcused absence the Coach may elect to suspend the student from practice and/or competitions for a period of time determined in the discretion of the coach or sponsor..

11. During the practice and competition season, as defined by the NMAA, a student participating in a sport cannot participate in another sport until the end of the competition season (including playoff and championship games) or unless specifically released from the team or granted permission by the head coach of both teams. A student who quits a team before the end of the competition season may not sign up for or try out for another sport until the end of that season (including playoff and championship games), unless the head coach of the team the student quit grants permission.

F. Transfer Students

A student's eligibility to participate in RRPS athletics upon his/her transfer into the RRPS system from another school district will be reviewed at the time the transfer student officially enrolls and begins attending an RRPS school. All factors affecting the transfer student's eligibility in the previous district will be considered in determining the date on which the transfer student becomes eligible for participating in RRPS athletics.

1. **Good Standing**. The Principal of the RRPS receiving school must have received an NMAA approved Form "C" from the previous school's Principal. A transfer student is ineligible to compete at any level of competition for 90 school days/180 calendar days, unless the transfer has been approved by the

NMAA. If a student transfers after participation in a sport season has begun, regardless of change in residence, the student is ineligible for the remainder of the season for that particular sport.

2. Varsity. A transfer student who complies with the good standing requirements in Subsection 1 is ineligible to compete at the varsity level for 90 school days/180 calendar days in any RRPS interscholastic athletics UNLESS the parents/guardians of the transfer student effect a bona fide change of residence to the Rio Rancho attendance area. A bona fide change of residence must result in all household goods being transferred from the previous residence to the new residence, the parents/guardians must actually reside day and night at the new address, and the change in residence cannot be an attempt to circumvent the intent of the transfer rule. A bona fide change of residence also may occur when the family unit has been disrupted as a result of divorce, separation, or other circumstances beyond the control of the student. A transfer student whose parents/guardians effect a bona fide change of residence to the RRPS attendance area, and who also satisfies the good standing requirements of the preceding Subsection 1, is eligible to compete at the varsity level on the date of NMAA approval. The student shall be enrolled ten (10) days and practice the required number of days prior to participating in an interscholastic competition. The Principal of the RRPS receiving school shall verify the student's legal residence and ascertain that the transfer is not in violation of these regulations.
3. Sub-Varsity. A transfer student who satisfies the requirements of Subsection 1 and 2, above, and is not a senior transfer student is eligible to compete at the sub-varsity level in any RRPS athletics as of the date of NMAA approval.
4. In-Coming Ninth Grader. If a student is an incoming 9th grader who has not previously competed in interscholastic sports at the high school level, and the student satisfies the requirements of Subsection 1, above, the transfer student is immediately eligible if his/her residence is in the school zone where he/she is competing.
5. Appeal. A transfer student who is declared ineligible under this regulation may appeal the decision through the NMAA appeal procedures.

G. Changing Sports

Students will be allowed to transfer from one sport to another during a given season only with the approval of both coaches and the Athletic Director.

H. Carry-Over Sports

The following guidelines are to be followed when dealing with students who are completing one sport while another is beginning:

- Concluding sport has priority. Students are not to be discouraged from attending the practice of the beginning sport after the practice of the concluding sport has been completed. Conversely, students are not to be penalized for completing their commitment to the concluding sport; and
- Appropriate restrictions in the beginning sport may be requested by the concluding sport's coach for the dual-sport students.

These guidelines are NOT intended to put the student in the middle of any controversy. All students that may be involved in two sports should be identified prior to the start of the beginning season and parameters set at that time to ensure that students and parents/guardians are clear on the expectations and commitment expected of the student.

I. Additional Rules Of Eligibility

A student shall not be eligible to participate in a particular interscholastic sport if the student:

1. Has ever engaged professionally in that particular interscholastic sport;
2. Is nineteen (19) years of age or older before 12:01 a.m. on September 1st of the current school year;
3. Has ever accepted an award for his/her high school participation from an outside source other than an inexpensive, unframed, uncounted paper certificate of recognition;
4. Has ever received any money for expenses or otherwise for his/her participation in an athletic contest;
5. Has competed on an outside school team (as a team member or as an individual) while out for an RRPS sport and during that sport's season without the prior written consent of his/her Principal; or
6. Has ever trained or practiced with a college squad or participated in a college event.

III. STUDENT ACTIVITY CODE OF CONDUCT

Student Activity Code of Conduct

A student's eligibility to participate in Rio Rancho Public Schools extracurricular activities is determined by compliance with this Student Activity Code of Conduct ("Code"), in addition to requirements set forth in RRPS Board Policy and NMAA rules and regulations as defined in Section II of this Athletic Handbook. The Code establishes eligibility criteria for students who participate in any and all extracurricular activities, including but not limited to athletics, music ensembles, debate, speech, cheerleading, pom-pom squads, drama, academic decathlon, and other school-sponsored performances and/or competitions. Participation in such activities is a privilege, not a right. Student performances and/or competition in extracurricular activities that contribute to a grade in an academic class are not subject to the provisions of this Code.

This Code is in effect on a year-round (12-month) basis and applies to both on- and off-campus conduct.

Students and their parents/guardians are required to sign and submit the Athletic Code of Conduct and Participation Contract ("Participation Contract") as a precondition to the student's participation in extracurricular activities and/or athletics. By signing the Participation Contract, the student and his/her parents/guardians acknowledge and agree to the eligibility requirements set forth in the Athletic Handbook, as well as RRPS Board Policies, the Student Code of Conduct for the school in which the student is enrolled, the NMAA rules and regulations, and other state and local laws and regulations.

In addition to the consequences imposed by this Code, students may be subject to disciplinary action under the Student Code of Conduct for the school the student attends if the prohibited activity takes place at school or in connection with the student's participation in a school-sponsored activity. If the student's conduct violates state or federal law, the student may additionally be subject to prosecution by the appropriate authorities.

Conduct which violates this Code includes, but is not limited to, conduct or behavior in which the student:

1. Possesses, uses, consumes or distributes any tobacco products, alcoholic beverages, or other controlled substances (collectively referred to as "Prohibited Substances"). The term "controlled substances" means those substances identified in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. § 812 or its implementing regulations, 21 C.F.R. § 1308.11 to 1308.15, where the use of such substances is not authorized by law, not authorized by a valid prescription, and not considered the misuse of a legal substance, including, but not limited, to the use of prescription drugs that may affect an

individual’s ability to think and perform. In addition, “controlled substances” include barbiturates, anabolic steroids and other performance enhancing substances, cocaine (including crack), amphetamines, heroin, PCP, hallucinogens, certain prescription drugs, all look-alike drugs, and dietary supplements which have not been approved by the Food and Drug Administration (e.g., creatine, excessive caffeine use, etc.);

2. Engages in any Prohibited Activities set forth in RRPS Board Policy 336;

3. Engages or participates in conduct or behavior which may result in the arrest or conviction of a misdemeanor or felony. The failure of the legal system to arrest or prosecute a misdemeanor or felony does not preclude disciplinary consequences imposed pursuant to this Code; and

4. Engages in any other conduct or behavior which the student’s coach or sponsor, Athletic Director, or Superintendent deems to be in violation of this Code or the spirit of interscholastic competition.

The types of prohibited conduct and consequences described herein are merely examples and described in order to provide guidance regarding the types of conduct which are prohibited and the types of discipline which may be imposed. Depending on the circumstances, coaches, sponsors, and administrators may impose different and/or higher consequence.

<p>Level 1:</p> <ol style="list-style-type: none"> 1. Possession, use, consumption, or distribution of tobacco products 2. Knowingly attending parties or events where Prohibited Substances, as defined in this Code, are being consumed. This provision does not apply to a student’s mere attendance at family or social gatherings where the student is under the direct supervision of his/her parent or guardian. However, if it is determined that the student has consumed Prohibited Substances, the student will be subject to consequences based on the substance consumed and the provisions of the Code. 		
First Offense	Second Offense	Third Offense
<p>Five consecutive activity day* suspension from extracurricular activities beginning on the date sanctions are imposed plus. In addition, tobacco-related violations require the student to attend a tobacco-cessation class taken at the first available opportunity after the imposition of sanctions. If the student fails to take the class, he/she remains suspended from extracurricular activities until completion of the class. In the discretion of the coach or sponsor, students may participate in practices and may try out for other sports and activities during the suspension period, but cannot participate in games or competitions.</p>	<p>Forty-five (45) consecutive activity day* suspension from all extracurricular activities, beginning from the date sanctions are imposed, or the date on which the student is dismissed from the sport or activity in the discretion of the coach or sponsor. Students permitted by the coach or sponsor to remain on a team or organization may participate in practices and may try out for other sports and activities during the suspension period, but cannot participate in games or competitions.</p>	<p>One calendar year suspension from all extracurricular activities (practices and competitions), beginning from the date sanctions are imposed.</p>

Level 2:

1. Possession, use, consumption or distribution of Prohibited Substances outside of school and not connected to a school-sponsored activity.
2. Engaging in conduct which may result in the arrest or conviction of a misdemeanor, as defined by federal or state law. However, actual arrest, prosecution, or conviction of the student is not necessary in order for the student to be subject to discipline under this Code.

First Offense	Second Offense	Third Offense
Twenty (20) consecutive activity day* suspension from extracurricular activities beginning from the date sanctions are imposed, or date on which the coach or sponsor dismisses the student from the at the coach's or sponsor's discretion. Suspended students permitted by the coach or sponsor to remain a member of a team or organization may participate in practices and may try out for other sports and activities during the suspension period, but cannot participate in games or competitions.	Forty-five (45) consecutive activity day* suspension from all extracurricular activities, beginning from the date sanctions are imposed, or date on which the coach or sponsor dismisses the student from the sport or activity at the coach's or sponsor's discretion. Students permitted by the coach or sponsor to remain a member of a team or organization may participate in practices and may try out for other sports and activities during the suspension period, but cannot participate in games or competitions.	Permanent suspension from all extracurricular activities or sports. For students in grades 7-8, coaches and sponsors have discretion to modify this consequence after one full year of suspension, starting from the date on which the student was suspended, if the student and parent/guardian can demonstrate that the student has changed his/her behavior and can participate successfully in the sport or activity.

Level 3:

1. Driving while intoxicated as defined under federal and state law
2. Possession, use, consumption, or distribution of Prohibited Substances at school or in connection with a school-sponsored activity
3. Weapons possession as defined by federal law and RRPS Policy #347
4. Engaging in conduct which may result in the arrest or conviction of a felony, as defined by federal or state law. However, actual arrest, prosecution, or conviction of the student is not necessary in order for the student to be subject to discipline under this Code.

First Offense	Second Offense	Third Offense
Forty-five (45) consecutive activity day* minimum suspension from all extracurricular activities, beginning from the date sanctions are imposed, or date on which the coach or sponsor dismisses the student from the at the coach's or sponsor's discretion.	One calendar year suspension from all extracurricular activities, beginning from the date sanctions are imposed.	Permanent suspension from all extracurricular activities or sports. For students in grades 7-8, coaches and sponsors have discretion to modify this consequence after one full year of suspension, starting from the date on which the student was suspended, if the student and parent/guardian can demonstrate that the student has changed his/her behavior and can participate successfully in the sport or activity.

*An activity day is a day on which a student is scheduled to participate in practices, rehearsals, meetings, games, performances, competitions, or other events connected to his/her participation in the extracurricular activity. (For example, if no practices or competitions in the student's sport or activity are scheduled on that day, this is not an activity day and is excluded from the calculation of the number of days the student must serve to complete his/her suspension.)

If there is not a sufficient amount of time remaining in the scheduled season to fulfill the terms of the disciplinary consequence imposed, the discipline imposed shall be carried over to the tournament series, if applicable, and to the next sport or extracurricular activity in which the student would otherwise participate. A season is defined as commencing with the first day of practice and concluding with the last contest or performance. If a student engages in Prohibited Conduct when school is not in session, or if the student is not

currently participating in an extracurricular activity or sport at the time that a student's violation of Prohibited Conduct is determined to have occurred, the disciplinary consequences will be carried over and apply to the next extracurricular activity or sport in which the student wishes to participate. It is the student's sole responsibility to notify his/her coach or activities sponsor/director that the violation occurred prior to the start of the season or when school is not in session.

If a student is disciplined by RRPS for reasons other than conduct that is covered by this Code, the student shall be suspended from his/her extracurricular activity or sport for the same duration as the discipline imposed by the RRPS authority.

The consequences described herein represent the **MINIMUM** disciplinary consequences imposed by RRPS. Greater disciplinary consequence may be imposed, including expulsion from the extracurricular activity or sport, based upon the severity of the student's violation. In addition, individual team rules and requirements may impose more severe sanctions, in which case the more stringent consequence shall be imposed.

C. Additional Guidelines For Student Conduct

All behaviors or conduct that could impact a student's eligibility for participation in extracurricular activities or athletics cannot be detailed in this Code. Consequently, additional requirements ("team rules"), consequences, and student support plans may be developed by the Athletic Director, coach, sponsor, and/or the administration. These team rules, along with this Code, will be shared in writing with students and their parents/guardians at the beginning of a sports season or activity, and shall include a detailed description of the expected or forbidden conduct and the consequences for such violation. The consequences represent the minimum disciplinary consequences imposed by RRPS. The Hearing Panel may impose a greater disciplinary consequence, including being removed from the sport based upon the severity of the violation.

Appendix A

Responsibilities of Athletic Personnel

1. All Athletic Personnel

All athletic personnel must:

- Be familiar with the policies of NMAA and RRPS;
- Know NMAA and RRPS rules and guidelines, and follow them precisely;
- Be aware of the current eligibility status of participants in their school and sport, and immediately notify the Principal and Athletic Director when an eligibility issue occurs;
- Ensure that all students are treated by athletic personnel with a high degree of professionalism and ethical behavior;
- Conduct themselves in a manner, both on and off the field, which will bring credit to themselves, their team, and their school;
- Be friendly and responsive to people in the community;
- Follow the chain of command when dealing with problems or athletic issues;
- Immediately inform the Principal and Athletic Director when there is a serious problem involving athletics;
- Report the inappropriate behavior of an administrator, coach, or student to the Principal and Athletic Director;
- When dealing with internal problems, respect the confidentiality and loyalty which might exist between a student, team, or other staff member;
- Cooperate with teachers and administrators;
- Promote and support athletic and activity programs that involve their school;
- Attend coaches meetings and clinics for professional growth;
- Not allow anything outside of school to interfere with their work or with the young people they have been hired to coach;
- Assure that illegal recruiting is not occurring with their staff, within their school or school district;
- Inspect athletic facilities on a regular basis and immediately report any discrepancies or perceived dangers to the Principal and Athletic Director;
- Not allow facility keys to be given to any student or community member;
- Not allow community members to use facilities, unless proper school district procedures have been followed;
- Ensure that school-purchased uniforms and equipment are 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 students to be used elsewhere, such as club team play or practice;
- Ensure that school equipment and uniforms are not given or sold to a student, parents/guardians, booster club, etc;
- Ensure that appropriate school district designated school colors are used when ordering uniforms for athletic contests. Order also must be approved by the Athletic Director;
- Seek the advice of the athletic trainer regarding the participation status of an injured student;
- Assume responsibility for contacting the Athletic Trainer for consultation on the status of an injured student;
- Follow NMAA and RRPS drug policy with reference to Prohibited Substances, as defined in this Athletic Handbook.

2. District Athletic Director

Reports to Superintendent of Schools

- Annual budget development and oversight K-12
- District liaison to NMAA and official voter for RRPS
- Directs (with site Principal, Athletic Coordinator and Head coach) all personnel decisions
- Facilitates athletic performance evaluations
- Responsible for implementation of a comprehensive professional development plan and approves all professional leave relative to athletics
- Manages all uniform and equipment replacement schedules
- Works in conjunction with (facilities dept., human resources dept., and transportation dept.) on all athletic issues
- Approves all athletic related building use agreements in conjunction with site principal
- Coordinates all district, regional and state events to be hosted on any RRPS site
- Works with site athletic coordinators to finalize schedules, game contracts, officials, event coverage
- Chairman of district booster club (one club serving all schools)
- Point of contact for local media as related to athletics
- Develops and oversees comprehensive district athletic facility maintenance plan (with facilities dept.)
- Develops a district athletic plan for student success K-12 and oversight of K-12 programs
- Develops, implements, oversees “new hire” orientation process for all new to district coaches
- Approves all athletic related fundraisers district wide (with site principal and athletic coordinator)
- Is an active member of NMAA and Monitors NMAA compliance district wide
- Work with Licensure Specialist and oversight of coaching licenses throughout district
- Develops schedules for varsity football, boys & girls varsity basketball at the high school level
- Attends all NMAA Commission and Board Meetings and summarizes meetings in writing for district leadership (4 times per year)
- Ensures NMAA and RRPS athletic policies adherence, updates policies and procedures as necessary
- Other duties as assigned

3. Site Athletic Coordinators

- Responsible for the daily management of the site
- Supervises / Evaluates all coaches at the site (with site principal and district athletic director)
- Develops and presents annual needs list (by sport) to district athletic director
- Generates site specific purchase requisitions and forwards to district AD for final approval
- Meets weekly with district AD and other district coordinators
- Works with district AD and site principal on all personnel decisions
- Is an active member of NMAA and the NFC. Serves on local, state and national committees as opportunities arise.
- Reports necessary building (athletic facilities) maintenance issues to district AD
- Monitors all athletic facility related work orders
- Supervises all site athletic events and ensures adequate event workers for all site events
- Confirms officials and transportation schedules daily
- Publishes a weekly event chart
- Serves as a member of the site leadership team and faithfully attends all meetings of the group
- Attends all booster club meetings

- Serves as second level for due process issues and parent complaints
- Works with district AD to monitor NMAA, district, and site policy / procedure compliance
- Manages daily site specific athletic web page (internet)
- Assists in the development of the district athletic student success plans and provides regular feedback relative to goals and objectives to district AD
- Schedules all sports with exception of varsity football and girls & boys varsity basketball
- Sport by sport inventory list

3. Head Coaches

Each Head Coach is responsible for his/her assigned school sports program, and must strictly enforce and follow the rules of the NMAA and RRPS. Each Head Coach is directly responsible to the Principal and Athletic Director. Each Head Coach shall have the right to assign the responsibilities identified in Subsections 2 through 4 below to assistant coaches with the approval of the Principal and Athletic Director. However, volunteer coaches may not be assigned to fulfill the coaching assignment or responsibilities of a coach employed by RRPS.

1. Direct Responsibilities (Non-Assignable)

- a. Knowledge of a student's current eligibility status.
- b. Equipment and inventory.
- c. Knowledge of local, district, and state rules and regulations.
- d. All assistant coaches (paid or volunteer), including verification that each assistant coach is currently licensed and has been cleared through human resources to work with students.
- e. Overall supervision of the sports program.
- f. Ensure that all required forms necessary prior to a student's participation are complete.
- g. *No Undue Influence For Participation*: In order that the student can enjoy as many sports seasons as the student and his/her parents/guardians wish without undue influence from any coach to specialize in one sport, all Head Coaches shall encourage participation in other sports.

2. Professional Responsibilities (Assignable with approval) of Principal and Athletic Director:

- a. Be familiar with and follow the policies and guidelines of the NMAA and RRPS.
- b. Submit information to the Principal, and Athletic Director as required by the NMAA and RRPS.
- c. Be responsible for the entire athletic program, grades 9 - 12.
- d. Model sportsmanship for self, staff, team, and community.
- e. Assume responsibility for the conduct and well-being of all students and set high standards for academic achievement and school attendance.
- f. Ensure that all students are treated with a high standard of professionalism and ethical behavior by each member of the coaching staff.
- g. Ensure proper ethical behaviors are modeled by your staff and team.
- h. Refrain from using foul language, and do not allow the use of foul language by staff or students.
- i. Hold a pre-season meeting with students and parents/guardians to discuss philosophy and guidelines of the program and to inform the students and parents/guardians of their responsibilities and commitment once the student enters your athletic program.
- j. Create a handout for students and their parents/guardians to address your coaching philosophy, expectations for acceptable behavior in the classroom, practice and games, squad selection process, and earning playing time.

- k. Promote the athletic program and participation in the mid-schools, elementary schools, and city sponsored athletic programs.
- l. Observe and evaluate the entire program and make recommendations to the Principal and Athletic Director
- m. Direct internal problems to the Principal and/or Athletic Director.
- n. If a serious problem exists, immediately inform the Principal, and Athletic Director.
- o. Encourage students to participate in other sports.
- p. Cooperate with and be responsive to the needs of other coaches on campus and their athletic programs.
- q. Establish rapport and cooperation with members of the athletic staff, teachers, administration, and community.
- r. Provide positive communication and exhibit positive public relations skills.
- s. Enforce and support the Code of Conduct.
- t. Ensure that illegal recruiting of students does not occur within your sports program.

3. Coaching Responsibilities (Assignable with approval)

- a. Supervise assistant coaches and assign their respective duties and responsibilities.
- b. Participate in all scheduled athletic contests within your athletic program.
- c. Compete in the contests as scheduled by the Athletic Department.
- d. Instruct participants in safety-related issues and the need for reporting injuries to the Head Athletic Trainer.
- e. Support the decision of the Head Athletic Trainer with regard to injury assessments for participation.
- f. Ensure that a student does not participate during in-season, off-season, summer workouts, or the athletic class until the Athletic Trainer clears the student for participation.
- g. Establish and implement an off-season program to give students a better opportunity to improve their skills and to develop their strength and agility.
- h. Supervise the weight room, at all times, when a student in your sport is working out.
- i. Develop and enforce individual and team discipline and control, consistently and fairly.
- j. Use coaching strategies that represent technical knowledge and reflect the ability to create, utilize, react to different contest situations, and to develop problem-solving skills.
- k. Use coaching methods that represent an up-to-date philosophy, the ability to analyze and correct errors, and the employment of sound teaching skills and techniques.
- l. Implement a “game plan” that is consistent with the available talent, reflects the capability to make game adjustments that best suit team and game conditions, and that utilizes appropriate strategies and tactics according to the varied skill levels of students.

4. Related Coaching Responsibilities (Assignable with approval)

- a. Remain in and supervise the locker room or gym until all students leave the building.
- b. Secure facilities after use (i.e., locker room, equipment room, showers, lights, building, etc.).
- c. Issue, collect, and store equipment.
- d. Submit inventory, equipment requests, and transportation requests to the athletic office by the deadline established by the Athletic Director. Inventory must be turned in to the Athletic Director and verified prior to relinquishing a Head Coaching assignment. The Head Coach will be held liable for missing equipment, uniforms, etc., unless a police report is on file, with the Athletic Director, documenting the missing property as stolen.
- e. Coordinate and oversee all tournaments and meets scheduled to be hosted by your school.
- f. Develop criteria for earning a letter.
- g. Present athletic awards according to school protocol and procedure.

- h. Attend and promote other school activities, such as concerts, drama, student government, and dances.
- i. Attend all home contests (9th-12th) played within your sports program unless they are in direct conflict with your scheduled practice or game times.
- j. Ensure that the year-end report to the NMAA and the Athletic Director is completed and turned in by the designated deadline.
- k. Perform other duties as may be required and/or assigned by the school administration.
- l. Support fund-raising activities.

4. Assistant Coaches

All assistant coaches must:

- Attend meetings the Athletic Department and/or Head Coach deems necessary;
- Address all questions and concerns to the Head Coach, Principal, or Athletic Director;
- Attend and take an active part in in-service training provided by the Head Coach;
- Know with and follow the policies of the NMAA and RRPS;
- Model good moral and ethical behavior for students;
- If not coaching an in-season sport, work in the off-season and summer program of the sport coached;
- Assist the Head Coach in enforcing individual and team discipline in a consistent manner;
- Be loyal to the Head Coach and his/her athletic program and philosophy;
- When possible, attend all levels of home contests in the sport you are coaching;
- Attend and support other activities within the school;
- Be committed and enthusiastic in all sports for which you are an assistant coach;
- Teach fundamentals, techniques, game plans, etc., as directed by the Head Coach;
- Perform other duties as may be required and/or assigned by the Head Coach or school administration; and
- *No Undue Influence For Participation*: In order that the student shall enjoy as many sports seasons as the student and his/her parents/guardians wish without influence from any coach to specialize in one sport, all assistant coaches shall encourage participation in other sports.

5. Head Athletic Trainer

The Head Athletic Trainer is directly responsible to the Principal and Athletic Director, and has the following responsibilities:

- Initiate and develop a comprehensive athletic training program within the high school curriculum, enabling students to learn and experience the importance of the athletic trainer and to allow for student-athletic trainer services to be provided for the high school athletic teams;
- Establish a record keeping system for each student participant. Assure that all required participation documents and forms are completed, signed, and filed.
- Authorize the clearance for athletic participation by an individual student after he/she has sustained and recovered from an injury.
- Evaluate and treat injuries received during athletic participation
- Evaluate and determine participation limitations for injured students
- When necessary, seek advice from a licensed physician to determine and assess the participation status for an injured student.
- Develop and supervise rehabilitation programs for injured students.

- Do not allow a student to participate who is under medical care from a physician until you receive a written release from the physician.
- Continually assess and observe students for symptoms and signs of illness or injury that could suggest the need for referral to a physician.
- Provide appropriate safety instruction and assist the Head Coach with safety checks of equipment.
- Immediately notify the Athletic Director if a coach does not cooperate or comply with training regulations as established by RRPS or the RRPS Athletic Department
- Advise school administration and coaches in regard to measures for preventing the spread of infectious diseases, maintaining good hygiene and healthy sanitation practices in showers, locker rooms, and playing areas.

Appendix B

Responsibilities of Athletic Department

The RRPS Athletic Department is committed to producing the safest possible environment for its students. In order to reach this objective, the Athletic Department has defined the following duties:

1. Plan Activities

1. Develop a season plan using progressions appropriate for the students' skill levels.
2. Assess students to determine their physical capacity, strength, and endurance.
3. Develop and maintain written practice plans.
4. Adapt plans to meet individual needs.
5. Don't deviate from plans without good cause.
6. Keep records of planning and assessments.

2. Provide Instruction

1. Attend clinics and keep abreast of current instructional standards for the sport.
2. Teach skills, strategies, and rules in accordance with accepted standards and methods for each sport.
3. Make instructions clear, consistent, and complete.
4. Head Coaches must supervise and instruct their staff members.

3. Provide Safe Physical Environment

1. Develop a procedure for inspecting facilities and equipment used in the sport.
2. Note, report, and remedy hazardous conditions through implementation of regular inspections.
3. Give precise rules for using facilities safely.

4. Provide, Maintain & Explain Use Of Equipment

1. Follow the equipment purchase process of the RRPS Athletic Department.
2. Teach students how to fit, use, and inspect their equipment.
3. Inspect equipment on a regular basis.
4. Allow only qualified people to fit, install, adjust, or repair equipment.
5. Warn students of potentially hazardous equipment. Give verbal and written instructions on how to properly use such equipment.
6. Be aware of changes in equipment standards.

5. Match Students Appropriately

1. Do not place students in a situation where the risk of injury is increased, whether by reason of size, strength, maturity, skill, experience or age.
2. Modify the drill or practice structure to address mismatches in ability, strength, and skill levels.
3. Be especially alert to mismatches between genders, students recovering from injuries, and for students with disabilities who may require modifications of their activity.
4. Enforce NMAA and RRPS eligibility rules.

6. Evaluate Capacity To Participate

1. Follow the procedures for participation as established by the RRPS Athletic Department.
2. Do not allow students to participate in any activity until he/she has been cleared to participate by the Head Athletic Trainer.
3. Use extraordinary judgment in identifying students who are injured or ill and should not participate.

7. Supervise Activity

The appropriate level of supervision (general or specific) is determined by a number of factors, including the nature of the activity, the age, capacity, experience and skill level of the students, the number of participants, and whether the activity involves contact.

1. Duty of General Supervision
 - a. Required for low-risk activities – little or no physical activity.
 - b. Required to be in the area of the activity to see and hear what is happening.
 - c. Required for preparation areas, including locker rooms and playing facilities, both before and after an event.
 - d. Normally an observational duty as opposed to a hands-on duty.
2. Duty of Specific Supervision
 - a. Direct supervision at the immediate location of the activity.
 - b. Should be in direct/close proximity to the participants.
 - c. The more inherently dangerous the sport, the more specific the supervision.
 - d. Used for high-risk activities.
3. Fulfilling the Duty
 - a. Always provide general supervision for all facilities and activities being used by the team.
 - b. Provide specific supervision when teaching new skills and when the risk of injury increases.
 - c. Anticipate dangerous situations and be positioned to prevent them from occurring.
 - d. Use posters and signs to support, but not replace, supervision.
 - e. Do not condone reckless or overly aggressive behavior that threatens the safety of the students or their opponents.

8. Warn Of Inherent Risks

1. Provide proper instruction regarding the safety of the sport.
2. Use written notices, releases, videos, and repeated verbal warnings to make certain the students understand and are mindful of the risks.

9. Emergency Assistance

1. Protect an injured student from further harm.
2. Provide appropriate first aid.
3. Contact the school Athletic Trainer or call 911.
4. Contact parents/guardians and notify the school Athletic Coordinator.
5. Develop an appropriate sport-specific emergency plan to ensure notification of parents/guardians in the case of injury or an emergency situation involving their child.

Appendix C

Travel

1. General Conduct and Appearance Of Students

1. Students will be considered “good will ambassadors” for RRPS and will accordingly conduct themselves as ladies and gentlemen on and off the playing surfaces.
2. Students will be neatly dressed according to the Head Coach’s standard and expectations on all athletic trips.

2. In-Town RRPS Sanctioned Events

1. Whenever possible and practical, at the discretion of the RRPS athletic personnel, RRPS shall furnish school transportation to in-town RRPS sanctioned practices and other events. Students must use such transportation when it is provided by the school, and the school district and coach are responsible for any students traveling by school transportation.
2. Occasionally, RRPS will not provide school transportation to in-town athletic events and shall require the students to report to the site independently. The student and his/her parents/guardians shall assume full and all legal responsibility for the personal safety and actions of the student while the student is traveling to and from practices or games when transportation is not provided by RRPS. In cases where students are asked to drive, RRPS encourages them to observe the following:
 - a. Go in “convoy” with the coach;
 - b. Observe all traffic regulations;
 - c. Practice safety;
 - d. Do not overload the vehicle;
 - e. Take the shortest, safest route to and from the site; and
 - f. Have the driver’s license to drive on his/her person or in the car.
3. No student can ride in the personal vehicle of a coach or athletic sponsor.

3. Out-Of-Town RRPS Sanctioned Events

1. A team or individual student can only be transported to an out-of-town athletic event by buses or cars approved by the school district. The use of such approved transportation must follow the guidelines of the PED and RRPS.
2. Any student participating in an out-of-town athletic trip is the responsibility of the school district and the coach. Therefore, if the student is traveling to an athletic department sanctioned out-of-town athletic trip, that student must use the transportation provided by the school.
 - a. No student, regardless of age, will be permitted to travel to or from an out-of-town athletic event with any other person except the coach; however, no student can ride in the personal vehicle of a coach or athletic sponsor.

- b. Exception: After an event, a student can be released to the student's parents/guardians, provided the parents/guardians, (ii) provide a written note to the coach requesting the exception, and (iii) the student rides home with his/her parents/guardians. The coach cannot release a student to any other person regardless of written or verbal permission of that student's parents/guardians. Please do not make requests simply in order to ride home with parents/guardians rather than on the RRPS transportation.

4. Lodging

1. All reservations for overnight trips will be made through the Athletic Director's office.
2. The Athletic Department is only responsible for room charges and taxes.
3. Additional Room Charges:
 - a. RRPS will not assume any responsibility for additional expenses, including but not limited to, additional rooms, motel charges, phone calls, or videos/games.
 - b. Additional motel expenses and the payment of these expenses are the responsibility of the Head Coach.
4. Teams or their booster clubs may not upgrade to more expensive rooms or motels.

5. Meals

The athletic department shall set a specified meal allowance and allotment for each sport. There is a specified criterion to determine the number of allotted meals for which the school district assumes responsibility. Each meal purchase order will have a "do not exceed" amount authorized by the Athletic Department, or an amount equal to the maximum number of people fed (if less than the authorized number to be fed) multiplied by the per meal dollar allowance for each traveler. The amount the Head Coach can spend is the lesser of the amount authorized by the Athletic Department or the amount equal to the number of people actually fed multiplied by the per meal dollar allowance.

1. Use RRPS authorized purchase orders;
 - a. Each purchase order shall be dated, and may be used only on that day.
 - b. Purchase orders shall be issued for specific meals and may only be used for that meal.
 - c. Only one purchase order may be used at each meal.
 - d. If a purchase order is going to be used for a tip, the tip must be included in the authorized amount. The tip may not be an additional amount.
 - e. A purchase order may be used to feed only the members of the official traveling party, and shall not be used for family members.
 - f. A purchase order may not be altered.
2. Meal Receipt
 - a. All receipts MUST be ELECTRONICALLY generated.
 - b. The following information must be included on the meal receipt: Date; name of business; address, city, state, and zip code; number fed; amount of purchase; signature of vendor; and signature of Head Coach.

- c. The receipt and school district meal form must be sent to the athletic office within 24 hours of the completion of the trip or on the following Monday if the trip occurred over the weekend.

3. List of Approved Vendors for Meals

- a. With each Meal Purchase Order, the coach will be given a list of approved meal vendors.
- b. The restaurant chosen must be listed as an approved vendor. Non-approved restaurants can only be used if arrangements are made with the Athletic Director one week prior to the travel date.

4. Criteria for Issuing A Meal Purchase Order

- a. A varsity athletic contest that is more than 75 miles one-way.
- b. We will provide one meal if a varsity team does not travel outside the radius of 75 miles one-way, but the duration of the trip is longer than a 6-hour period (example is tournament play).
- c. Meals will be provided for sub-varsity only when they travel with the varsity team.
- d. Allowance per meal, per person: \$7.00.

Appendix D

Sportsmanship

The role of students in sportsmanship is second in importance only to that of the coach. Student-athletes are admired and respected by other students of all levels, as well as adult spectators. They have significant influence over the actions and behavior of spectators of all ages.

1. General Considerations

With regard to any athletic event, each student must:

1. Accept and understand the seriousness of his/her responsibility and the privilege of representing his/her school and community;
2. Learn the rules thoroughly and discuss them with parents/guardians, fans, fellow students, and elementary students. This will assist everyone in achieving a better understanding, and appreciation of the game;
3. Cooperate with the coaches;
4. Allow only the captain to communicate with officials as to the clarification of rules. It is the captain's responsibility to communicate what was said back to his/her teammates and/or coach;
5. Respect the official's judgment and interpretation of the rules. Never argue or make non-verbal gestures, which indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates;
6. Congratulate opponents in a sincere manner following victory or defeat – this is a true measure of character;
7. Exercise self-control at all times, accepting all decisions, unusual occurrences, and abiding by them;
8. Treat opponents with the respect he/she would accord a guest or friend; and
9. Shake hands with opponents prior to the contest and wish them luck.

2. Prior To Event

Prior to an athletic event, each student must:

1. Learn the rules;
2. Practice the coach's rules with regard to character development and sportsmanship; and
3. Shake hands with opponents and express his/her best wishes for success.

3. During Event

During an athletic event, each student must:

1. Assist other students who are down to get to their feet;
2. Shake hands after an aggressive exchange;
3. Never gesture to officials, students, coaches, or the fans in an obscene manner;
4. Never disagree openly with an official or coach's decision, but rather carry on ethically and maturely regardless of the student's true feelings; and
5. Shake the opponent's hand if he/she fouls out or extend congratulations when he/she leaves the contest.

4. Following Event

Following an athletic event, each student must:

1. Make every effort to extend a congratulatory handshake to their opponent upon the game's conclusion;
2. Never debate something that occurred during the game with anyone, it is not constructive to dwell on the past;
3. Be objective when communicating to the media about the contest; do not be controlled by emotions;
4. Show concern for injured opponents and teammates; and
5. Promote sportsmanship and his/her athletic experience positively whenever and wherever the opportunity is available.

Appendix E

Athletic Equipment

1. Responsibilities of Students

1. In most sports, practice and/or game equipment will be issued to students. Students are responsible for the care and maintenance of this equipment.
2. The student will return all of his/her equipment when he/she finishes the sport, either at the end of the season or upon quitting or being dismissed from the sport. Any equipment not returned or paid for by the student will cause the student to be ineligible to compete in the next season. Once fees and fines are paid in full, the student will again become eligible to compete.
3. The student will pay for any equipment that is lost, stolen or damaged through negligence. The cost of the equipment will be determined by the Athletic Director and will be based on the replacement cost of the equipment. New equipment will be issued only upon receipt of payment for any lost or damaged article(s) of equipment.
4. School-owned equipment is to be worn only at scheduled practices, games or meets. This equipment may not be worn in the off-season or during summer activities, and may not be given away or sold.
5. Schools are prohibited by law from selling used equipment to students. Please do not ask to buy used school-owned items.

2. Responsibilities of Athletic Department Personnel

1. Particular Responsibilities

a. Head Coach

- I. Responsible for all equipment. The responsibility includes, but is not limited to, collecting all equipment at the conclusion of the season, taking inventory, storing all equipment in a safe place on the school's premises, preparing an inventory, and ordering new equipment.
- II. Must keep accurate records.

b. Athletic Director

- I. Physically review inventory.
- II. Verify inventory and sign.
- III. Approve equipment order, using the equipment allocation from the Athletic Director as a reference.

2. Care Of Equipment

- a. At the end of a season, the Head Coach shall immediately collect all equipment.
- b. Equipment must be stored at the high school in an area approved by the administration.
- c. The Athletic Department is not responsible for missing or stolen equipment or the care of equipment. Each school will be responsible for the replacement of missing or stolen equipment.

- d. Report stolen equipment to the Principal and Athletic Director.
 - e. Laundry – The Head Coach is responsible for cleaning all equipment during the season.
3. Equipment – End Of Season
- a. Equipment check-in. Immediately following the completion of a season.
 - b. All equipment shall be checked in, inventoried, and stored in a designated area on school property, as approved by the Principal.
4. Equipment Repair - After Inventory
- a. All equipment shall be checked for needed repair.
 - b. Repair requests must be submitted to the Athletic Director’s office.
 - c. When equipment is picked up for repairs, a receipt must be obtained and forwarded to the Athletic Director’s office.
5. Inventory List
- a. Inventory shall be completed by the Head Coach and Athletic Director.
 - b. Will be sent to the RRPS Athletic Office along with the equipment request for the following year.
6. Purchase Of Equipment
- a. Head Coach
 - I. Contact the Athletic Director for the equipment allotment amount.
 - II. Compile an equipment request list to including the quantity, name of item, brand name, style number, description, and all related specifications.
 - III. Designate a priority of each item requested. The list should be signed by the Head Coach and Athletic Coordinator and sent, along with the signed inventory list, to the Athletic Director.
 - b. Equipment allotment (This allotment will be used to purchase the equipment necessary to allow our teams to meet high standards of safety and quality of equipment. If a team’s purchasing cycle for new uniforms or warm-ups is the current year, equipment requests of other items shall be reduced to reflect the additional cost.).
7. Equipment Room (All athletic equipment will be stored in and issued from the equipment room. At no time is there to be unauthorized personnel in this room. “Authorized personnel” are defined as school employees (adult or student), certain specified student managers, and members of the athletic staff.)

Appendix F

Miscellaneous Provisions

1. Gymnasium

1. At no time is it permissible for individuals or groups to work out in the gymnasium without authorized supervision.
2. At no time will individuals or groups be permitted to work out, jog, or just “mess around” while teams or squads are having an official practice session.
3. Students in the gymnasium for one sport practice shall refrain from using equipment not specifically for their sport.
4. Students are not to be in the weight room without authorized adult supervision.

2. Leaving An Athletic Squad

When quitting or being dismissed from an athletic squad, a student must notify the Head Coach when quitting or being dismissed, and turn in all school gear the same day as he/she quits or is dismissed. Should a student quit a sport or be dismissed from a sport during the season, the student will not be eligible to join another athletic team during their pre-season practice. For example, a student who quits or is dismissed from a fall sport cannot join a winter sport team until the fall season ends, unless the Coach releases the athlete to join the winter sport.

3. Letters, Certificates, And Numerals

The Athletic Director, in conjunction with each coach, shall determine the criteria for earning each of the following awards in the respective sport:

1. In order for a student to win ANY award:
 - a. The student must finish the season in good standing; and
 - b. All school-owned equipment must be turned in at the end of the season.
2. Freshmen and C-Team
 - a. Certificate for any award.
3. Junior Varsity
 - a. Certificate for any award.
4. Varsity
 - a. Numerals, letter, certificate, bar and insignia for first time award.
 - b. Certificate and bar for second and subsequent awards in the same sport
 - c. Certificate, bar, and figure for awards in other sports.