

## 2025-26 Gallup McKinley County Schools

### COACH/SPONSOR CODE OF CONDUCT

Athletic competition of interscholastic age student-athletes should be fun and be a significant part of a sound educational program. Those who are administrators involved with athletics and those who coach student-athletes are teachers of athletics who have a duty to ensure that their sports programs impart important life skills and promote character development. Essential elements of character building is embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, good citizenship, and leadership. (The “Six Pillars of Character Counts”). The highest potential of sports is achieved when administrators and coaches live by the **Code of Conduct**, and set a positive example for their athletes to follow. Sincere efforts to honor the words and spirit of this **Code of Conduct** will improve the quality of our programs and the well-being of our student-athletes.

This **Code of Conduct** applies to all full-time and part-time coaches, including volunteer coaches, athletic directors, and all school administrators involved in athletics.

*Outlined below are the key facets of seven core values to be read and understood by all coaches and school administrators involved in athletics. It needs to be signed before the sports season begins and given to the District Athletics Office to be kept on file.*

#### Trustworthiness

**Trustworthiness**- Be worthy of trust in all you do and teach student-athletes the importance of integrity, honesty, reliability and loyalty. **Integrity**- Model high ideals of ethics and sportsmanship and always pursue victory with honor. Teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly. **Honesty**- Don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.

**Reliability**- Fulfill commitments; I will do what I say I will do; be on time.

#### Loyalty

**Loyalty-** Be loyal to my school and team; put the team above personal glory.

**Primacy of Educational Goals-** Be faithful to the educational and character development missions of the institution and ensure that these objectives are not compromised to achieve sports performance goals: always place the academic, emotional, physical and moral well-being of athletes above desires and pressures to win.

**Counseling-** Be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

**College Recruiters-** Be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

#### Respect

**Respect-** Consistently treat all people with respect and require the same of student-athletes. **Class-** Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity. Encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals. **Taunting-** Don't engage in or allow trash- talking, taunting, boastful celebrations, or other actions that demean individuals or the sport. Assure that student-athletes conduct themselves in an appropriate manner. **Respect Officials-** Treat contest officials with respect. Don't complain about or argue with official calls or decisions during or after an athletic event.

**Respect Parents/Guardians-** Treat the parents/guardians of student-athletes with respect. Communicate your expectations, goals, and policies on a regular basis and maintain open lines of communication. Provide reasonable opportunities for parent/guardian input and listen to their concerns. **Profanity-** Do not engage in or permit profanity or obscene gestures. This includes at practices, sporting events, on team

buses, or in any other school related situation where the behavior could reflect badly on the school or sports program.

**Positive Coaching**- Use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others. **Effort and Teamwork**- Encourage student-athletes to pursue victory with passion, to think and play as a team, to do their best and continually improve through personal effort and discipline.

Discourage selfishness and put less emphasis on the outcome of the contest.

**Professional Relationships**- Maintain appropriate professional relationships with student-athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden. Verbal or physical conduct of a sexual nature including flirting, dating, or consensual activities directed to or in view of athletes is prohibited. Conversely, inappropriate student-athlete behavior directed towards adults in your coaching program will be dealt with immediately. Coaches are responsible for maintaining an educational environment free from sexual, racial, religious, or other inappropriate harassment, by or directed at students or staff.

#### Responsibility

**Life Skills**- Always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible. **Advocate**

**Education**- Advocate the importance of education beyond athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve academic goals. **Advocate Honor**- Prominently discuss the importance of character, ethics, sportsmanship, and appropriate behavior in materials about the athletic program. Stress that good character, ethics, sportsmanship, and appropriate behavior

are essential to honorable athletic competition and that victory attained in any other way is empty and unworthy.

**Good Character-** Foster the development of good character by teaching, enforcing, advocating and modeling lofty standards of ethics and sportsmanship and the six pillars of character. **Role Modeling-** Be a worthy role model, always be mindful of the high visibility and profound influence you have as a teacher-coach and consistently conduct yourself in private and coaching situations in a manner that exemplifies all you want your student-athletes to be. **Personal Conduct-** Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where your conduct could undermine your positive impact as a role model. **Competence-** Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first aid and safety. **Knowledge of Rules-** Maintain a thorough knowledge of current game and ensure that your student-athletes know and understand the rules. **Positive Environment-** Strive to provide challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe. Failure is going to occur in athletics. Find the positive in each experience, regardless of the significance of the situation. **Safety and Health-** Be informed about basic first aid principles and the physical capabilities and limitations of the age group coached. **Unhealthy Substances-** Educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs. **Eating Disorders-** Counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight. **Privilege to Compete-** Ensure that student-athletes understand that participation in interscholastic sports is a privilege, not a right, and that they are expected to represent their school, team and teammates with honor, on and off the field. Require your student-athletes to

consistently exhibit good character and conduct themselves as positive role models.

**Self-Control-** Control your ego and emotions.

Avoid displays of anger and frustration. Do not retaliate. **Integrity of the Game-**

Protect the integrity of the game. Do not gamble or associate with professional

gamblers. **Enforcing Rules-** Consistently and fairly enforce and honor both the

Coaches Code of Conduct and the Athletes' Code of Conduct in all sports-related

activities and ventures. **Protect Athletes-** Put the well-being of student-athletes

above other considerations and take appropriate steps to protect them from

inappropriate conduct. **Access-** Help make your sport accessible to all diverse

communities.

**Improper Commercialism-** Be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

Fairness

**Fairness and Openness-** Be fair in competitive situations, team selections, discipline, and all other matters. Be open-minded and willing to listen and learn.

**Effort and Teamwork-** Encourage student-athletes to pursue victory with passion, as well as think and play as a team. Student-athletes must give their best and continually improve through personal effort and discipline. **Clear**

**Communication-** Provide clear communication to student-athletes as it relates to rationale for coaching decisions.

Caring

**Safe Competition-** Put safety and health considerations above the desire to win;

Never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others. **Caring Environment**- Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team. **Positive Coaching**- Use positive coaching methods to make the experience enjoyable. These methods will increase self-esteem as well as foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that are demeaning to the student-athlete. **Life-Skills**-

always strive to enhance the physical, mental, social, and moral development of student-athletes. Teach them positive life skills that will help them become well-rounded, successful, and socially responsible. **Health**- Emphasize the importance of good nutrition. Never advocate, condone, or ignore the use of performance enhancing substances.

#### Citizenship

**Honor the Spirit of Rules**- Observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices, and other provisions regulating interscholastic competition. **Promoting Sportsmanship**- Promote sportsmanship on a consistent basis over gamesmanship. Don't cheat. Regularly practice pregame and post-game rituals and traditions that reinforce the principles of sportsmanship. Resist temptation to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define a sport. Positively acknowledge acts of good sportsmanship in your athletic arena. **Class**- Class is "grace under pressure". Be a good sport. Teach and model class. Be gracious in victory and accept defeat with dignity.

**Respect of the Game**- Treat the game, officials, and all coaches with respect.

Good faith disputes with officials need to be handled in a respectful way.

Modeling professional behavior is always encouraged. **Personal Conduct-**

Refrain from profanity, disrespectful conduct, and the use of alcohol, tobacco, or any illegal substance in the presence of or while in any supervisory situation with student-athletes. This conduct will undermine your positive impact as a role model. **Verbal**

**Abuse/Bullying-** Verbal abuse or bullying of student-athletes or others will not be tolerated. This includes, but is not limited to: name-calling, put-downs and insults, ridiculing, swearing, humiliation, sarcasm, blaming, intimidating, or threatening a student-athlete.

Leadership

**Role Modeling-** Be a worthy role model. Always be mindful of the high

visibility and profound influence you have as a coach. Consistently conduct yourself in a manner that represents this code. **Advocacy of Education-** Advocate the importance of education beyond athletic eligibility standards. Work with faculty and parents/guardians to help student-athletes set and achieve academic goals.

Encourage student-athletes to think of themselves as students first and athletes second.

**Follow GMCS Athletic Policy-** Coaches are responsible for knowing and following the GMCS Athletic Policy. This policy is for all schools in the district regardless of size, no matter whether they are 5A or 1A. Coaches are not allowed to deviate from the policy, nor are they allowed to incite players, parents, or the public to put pressure on School Board Members, the Superintendent, or any other GMCS Administrator, if they do not agree with or do not want to follow the GMCS Athletic Policy. A coach shall not exert pressure on faculty members to give student-athletes special consideration. **Lead by Example-** Head coaches must lead and mentor assistant coaches in a way that honors the coaches' code. Establish procedures and expectations for all assistant coaches to follow. It is the head coaches' responsibility to lead and assure that their staff is fulfilling the Code of Conduct. Coaches are to conduct themselves in a manner, which is complimentary to themselves and their school. Be

loyal to your school, faculty, staff and players. Be positive in your approach and statements when speaking about school or athletic matters and while working with student athletes. Media interviews should be positive in nature, without criticism of officials, opposing coaches or players. The coaching staff is the best public relations representative of their program and school. Technical fouls, unsportsmanlike conduct or ejections will require a mandatory meeting with the local administrator and athletic director to explain their circumstances reemphasize competition in perspective and provide a written report when necessary to the NMAA.

# COACHES DUTIES

All Coaches (head, assistant & volunteer) must be licensed through NMPED.

Refer to GMCS Checklist: Coaches, Volunteer Coaches, and Chaperones for Athletics.

A Coach is expected to:

1. Properly supervise all practice, game and related events. Provide a safe practice or competitive environment.
2. Devise a rubric by which individual skills can be objectively evaluated and ranked against other team candidates. A reasonable time, not to exceed two weeks, should be established to evaluate skill development and sport specific ability when squad limits require tryouts. Individual conference sessions involving the head coach and the unsuccessful tryout should be conducted to explain specific deficiencies.
3. Conduct a preseason meeting with parents and student athletes to emphasize Pursuing Victory with Honor expectations, eligibility requirements, training regulations, possible injuries, squad limitations and criteria for making the team, safety measures, team goals and objectives for the current season.
4. At the beginning of the season the coach shall prepare a list of names of all candidates for the team and turn this list in to the athletic director and principal's office. From this list, an eligibility list is prepared on-line. The coach shall check weekly to determine if the list is up-to-date. Any new students should signal a **red** flag to investigate exceptional circumstances regarding their residence/academic eligibility status.
5. Be accountable for all equipment and supplies in their charge. An inventory should be submitted at the end of each season. The athlete, at replacement cost, will pay for any items not returned or lost to the school. Money will be received by the school bookkeeper and deposited in the Athletic Fund. Athletic safety equipment that is beyond repair or defective must be destroyed. Items such as helmets, shoulder pads, etc., cannot be given away to other organizations or individuals. No Private uniform purchased may be made.
6. Submit to the athletic director a list of equipment and supplies needed for the following year by the bid deadline date, a completed End-of Season Sports Survey Form and an inventory of equipment/supplies.
7. In cooperation with the principal and other coaches in the school, establish a local Athletics Handbook, which is to be distributed to all athletes. Handbook updates and GMCS approval should correspond with the three-year cycle established for handbook revisions. Some items to be covered are school attendance, scholastic eligibility requirements, training rules requirements for letter

awards, physical examinations, squad limitation policies with criteria for making the team, consequences for inappropriate behavior or acts that will result in dismissal from the team, student insurance and a general statement advising student athletes/parents/guardians of the inherent physical dangers related to participation in Athletic activities.

Policies for individual programs should have local administrative approval and be written for distribution to athletes.

8. Coaches desiring a possible revision in their athletic schedule should review their proposal with the athletic director.
  - I. Report any accident or injury to the principal's and Athletics Director's office on the proper accident report forms.
  1. Require that all student athletes have Parent consent, Physical Examination, Health Information, Training Regulations and Insurance Waiver form on file prior to any participation or practice.
  2. Schools hosting local tournaments are responsible for disseminating pertinent information on the event in a timely manner. Track and cross-country coaches will send invitations to the neighboring schools for their invitational events. If schools contact the Athletics/Activities Office asking to be invited, they will be referred to the athletic director at the hosting school. The appropriate District Chairperson Coordinates District and Regional Tournaments.
  3. The head coach is responsible for monitoring the student athletes' conduct while teams are being transported to and from contests. The head coach or in special situations, the principal designee, shall directly accompany the team on the assigned bus during all trips. Lodging accommodations and direct supervision of students for overnight trips are also the responsibility of the head coach.
  4. Coaches may work with youth organizations but can't coach a Program outside of GMCS during any 1 season.  
For example,  
Little League Baseball: Coaches can conduct clinics for youth teams and coaches but can't coach a team outside of GMCS during that Season.  
A Coach can't coach a GMCS program and an outside NMAA, NCAA, NAIA, AAU, Club Team, or any other team during the same season. Focus should be 100% on GMCS students first.
5. A coach shall not dictate to an athlete what sport an athlete can or cannot play.  
Nor shall a coach coerce an athlete in any manner to participate in a specific sport.

6. The coach's duties do not cease upon completion of the sport's season, as an off-season program should be developed for athletes not participating in other sports. All the coaches should encourage participation in other sports. The equivalent of one class period is allowed by the NMAA for off-season programs during the school year.
7. The head coach will provide input for feeder programs at middle schools and elementary schools. The local principal/athletic director is charged with the authority for recommending staff for coaching positions.
8. Summer Camps sponsored at school facilities, advertised at school sites, using district equipment, utilizing student athletes or enlisting our coaching staff should adhere to the fiscal procedure outlined for fund raising (see BScN. Serv.) and within the NMAA policies.
9. A coach shall not require athletes to pay for outside coaching, conditioning or services.
10. A coach shall not use Tobacco or Alcohol in the presence of athletes or at school sponsored events.
11. A Varsity Coach/Designee shall update rosters as necessary, and post stats and scores to MaxPreps every game.

### ***STEPS TO OBTAIN NEW MEXICO COACHING LICENSE***

All coaches and volunteers must obtain a Coaching License through the New Mexico Public Education Department. Since this is considered "personal accreditation" all costs related to obtaining the license must be paid for by the individual coach. You can find the following steps at <http://www.nmact.org/for-coaches>.

#### **Returning Coaches and Volunteer Coaches**

If you are a Coach being rehired from the previous school year or a Volunteer Coach, you do not need to submit an online application. The Principal will email their Personnel Representative, as well as cc Ben Chavez (bchavez@gmcs.org) and Verna Jim (vjim@gmcs.org) letting them know that you will be returning as a coach/volunteer for the current year. After Verna Jim confirms with your Principal and Ben Chavez via email that your coaching license is active and your background is up to date, you may begin to work with students.

Volunteer Coaches for any activity connected to Athletics will need a NMPED coaching license. Volunteers can start working with students after Verna Jim confirms their license is active and their background is clear through an email to the Principal and Ben Chavez. Volunteers will have their name added to the Volunteer List once their clearance has been confirmed.

## New Coaches and Volunteer Coaches

GMCS is requiring all new coaches and volunteer coaches to hold a valid New Mexico Public Education Coaching License. Please note, that you may only begin working or assisting with students AFTER your background has cleared and your license is pending through The New Mexico Public Education Department. If you are a paid coach, your pay will **not** start until a valid coaching license has been issued by NMPED.

## Classified Staff Serving as Volunteer Coaches

Classified Volunteer Coaches will need to fill out an application online and upload a Permission to Coach Form signed by their supervisor. If selected as the coach, the School Rep will email the Classified Volunteer Coach the forms to be completed, and returned to the school Rep. All Classified Volunteer Coaches are required to have a NMPED coaching license. Please note that you may only begin working with students after you have been issued a license from the New Mexico Public Education Department. Classified Volunteer Coaches will need to follow step 3-5 below in order to apply for their coaching license. The Classified Volunteer Coach will receive 20% of the addenda pay, at the end of the season.

## Chaperones

Chaperones for Middle and High School Athletics are required to have a FBI background check. Please come to the Personnel Office to complete a Volunteer Application and register for the FBI background check. You may begin chaperoning after Philencia Yazzie sends an email to your Principal and Athletic Director confirming that your background is clear. You will then be added to the Volunteer List as a Chaperone for Athletics. Please note that as a chaperone you will not be able to assist the team in any coaching capacity.

### **Important Notice:**

*The Athletic Director's Office will send an email to you and the school's principal when you may begin coaching. Please do not begin to work with student-athletes until you have received the email from the Athletic Director's Office.*

## Hiring Checklist for Coaches and Volunteer Coaches

**Step 1: Complete an Online Application (New Coaching Applicants Only)** Complete the online application at our website ([www.gmcs.org](http://www.gmcs.org))

1. Click the "Menu" tab at the top of the GMCS webpage. Then click "Employment Opportunities" to access the vacancy listing and look for the specific coaching position you want to apply for this season.
2. Volunteer Coaches - Instead of filling out an online application, volunteer coaches for middle and high School must fill out a Volunteer Application that is available in the Personnel Office with Philencia Yazzie or Verna Jim. Volunteer coaches will need to follow Steps 3-5 that are listed below.

### **Step 2: Interview with the Principal**

After you have received an offer for coaching from the Principal, the Principal will email a Recommendation for Hire form to the School Representative in the Personnel Office they will cc Ben Chavez, and Verna Jim.

3. Once you are approved for hire, you will receive a Letter of Intent through email. Please print and sign a copy of your Letter of Intent, and bring it to the Personnel Office when you are ready to submit your NMPED application for Licensure.

### **Step 3: Register and Complete the Online Coaching Courses**

The Athletic Director or Principal of the school will help you if you need technical assistance.

4. Please see the attached guidelines for coursework for each sport.
5. You will need to complete the required coaching exams through the National Federation of High School's website ([www.nfhslearn.com](http://www.nfhslearn.com)).
  1. **Fundamentals of Coaching-\$45.00 Fee**
  2. **First Aid, Health, and Safety for Coaches-\$45.00 Fee**
  3. **Concussion in sports for Coaches-Free**
6. Upon completion of each courses, print a Certificate of Completion for all exams and bring the copies to the Personnel Office when you are ready to apply for your coaching license.

### **Step 4: Complete the NMPED Coaching Licensure application process**

7. \$35 (non-refundable) fee; **and**
8. Initial application via [NMPED Online Licensure Portal](#); **and**
9. Copy of verification of completion of the (NFHS) First Aid, Health and Safety through the New Mexico Activities Association ([NMAA](#)); **and**
10. Copy of verification of completion of the (NFHS) Fundamentals of Coaching through the New Mexico Activities Association ([NMAA](#)).
11. **NOTE:** A one year temporary license will be issued with completion of the (NFHS) First Aid, Health and Safety through the New Mexico Activities Association (NMAA). Completion of the (NFHS) Fundamentals of Coaching through the New Mexico Activities Association (NMAA) is required for full licensure.
12. Register for [background/fingerprints](#) for "Teacher Licensure".

### **Step 5: Come to the Personnel Office to Complete the Following Tasks:**

1. **Fill out the Superintendent's Form for Initial Coaching Licensure and Criminal History Affidavit (as needed)**
2. **Submit your Letter of Intent w/ online application (to school Rep)**
3. **Register for your FBI background check** A completed licensure application packet will include the following:
  1. Licensure Application (Online)

2. Credit / Debit card in the amount of \$35 made payable to NMPED
3. Copies of Certification of Completion for all coursework
4. Superintendent's Verification Form for Initial Coaching Licensure

Register in the Personnel Office to get an FBI background

5. See a Rep. in Personnel to get registered for the background check
6. There is \$44 fee to get a background check done. You will need to register in the Personnel Office for fingerprinting. The fee can be paid online with a debit/ credit card or with a money order.
7. Background Checks by appointment only. Call Philencia Yazzie @ 505-7211068

If you have any questions about this process, please contact Verna Jim at 721-1057.

#### **For Coaches that will Receive an Addendum**

In addition to completing the steps to obtain your coaching license, you will need to:

Complete the following paperwork in the Personnel Department

8. I-9 form (Please bring your driver's license and Social Security card with you)
9. You will need to sign your coaching addenda before your coaching payment will be processed.
10. Pay may be prorated, depending on the start date, or when your Coaching License is issued by the PED

Complete the following paperwork in the Business Office

11. W-4 form
12. Pay is received through Direct Deposit or through P Card

See: New Hire Coaching Process or contact a Personnel Rep.

The District Athletics/Activities supervisor will schedule periodic meetings as the need arises. Completion of on-line NMAA rules clinics is mandatory for head varsity coaches, head ninth grade coaches, drill team sponsors and cheerleader sponsors for their specific programs. NMAA on-line coaches' licensure certification programs are mandatory for all new coaches. Attendance at sport shows displaying current athletic supplies and equipment is strongly encouraged.

#### **1. PROGRAMS**

Athletic directors and varsity head coaches are responsible for the entire program at their respective school, including Varsity, Junior Varsity, C and 9<sup>th</sup> and mid- school teams when

applicable. Also, head coaches shall be responsible for the dissemination of all sub-varsity programs, emphasizing fundamentals and development of teaching these skills. Offensive and defensive schemes shall be used for the entire program. The presentation of this information must be with the full cooperation and approval of the principals involved.

## 2. PERSONNEL

1. The School Athletic Director shall conduct an in-service workshop for the purpose of training personnel who have been hired as coaches at their respective school.
2. The principal/athletic director will be responsible for the initial screening, interviewing and recommendation of new personnel. The principal/athletic director shall include the head coach in the placement of personnel in coaching positions. Coaches and trainer vacancies can be advertised through the Personnel Office.
3. Coaches may only be the Head Coach of 1 sport, and can only coach 2 sports and 1 Activity per year.
4. Any coach accused of recruiting athletes will be subject to disciplinary actions up to and including termination from coaching.
5. Athletic Period: Administration will be responsible for the

organization of an athletic period (non-sport-specific) in those schools that have such a program. Specifically, a plan showing organized activities for off-season training, supervisory personnel and training programs (both development and preventative) shall be submitted by the coaches to the principal for approval.

A curriculum should be developed at each school outlining how the athletic class and physical education competencies established by the State Board of Education are being addressed. The school district has established athletic class goals, objectives and parent survey results for reference material in developing local curriculums. A licensed instructor with a coach's endorsement should be assigned to this class and all state regulations/standards must be met. The GMCS Board approved elective credit will be awarded toward the credits necessary for graduation.

6. Summer Program: Any such program shall be an organized program, which involves activities for strength, flexibility and speed conditioning. The program should be specific in terms of planned activities that will enhance abilities in specialized sports. Currently, the NMAA has a no limit of team camps for each sport during the summer. A combination of one league participation and one summer camp will substitute for the regulation.

All team summer camps/clinics involving students either out of state or overnight need proper approval. A transportation request should be submitted to the Assistant Athletic Coordinator/transportation department four weeks prior to any

anticipated trip to receive approval status. Student Activity funds be used for food, lodging. The District will pay for transportation and Bus Driver Meals/Lodging. For buses, there is a \$85.00 per hour flat fee; for other school district vehicles arrangements with Motor Pool must be made for Gas Card or P Card. There is 200-mile out- of-state restriction for school district vehicles. Students who have graduated and are honored with the selection to an All-Star contest are not eligible for district transportation privileges due to lack of insurance coverage.

7. Practice Session: Strict NMAA guidelines appoint the start and end of each sport season. Organized practice sessions should be scheduled throughout the course of the season with reasonable time limits established. Sunday practice for student activities are not permitted.
8. NCAA Eligibility Center <https://web3.ncaa.org/ecwr3/>: Prospective student athletes who are planning to enroll in college as freshmen and wish to participate in Division I or II sports must be certified by the NCAA. The brochures and applications are mailed directly to the high school counseling office and the head coach/counselor can assist in the process or can be accessed on-line. NCAA Eligibility Code Numbers are:

Gallup High School - 320-295  
Crown point High School -320-182  
Thatch High School-320-693  
Navajo Pine High School -320-481  
Thoreau High School -320-688  
Ramah High School -320-519  
Miyamura High School - 320-298  
Tse'Yi'Gai High School- 320-184

## NEW MEXICO HIGH SCHOOL COACHES ASSOCIATION (NMHSCA)

**Membership fees paid by GMCS.**

All coaches and AD's in the GMCS system are required to become active members of the NMADA/NMHSCA. For athletes to be considered for North/South All Star competition, head coaches are required to be a member of the NMHSCA. The head coach has the direct responsibility to nominate and submit recommendation forms for All Star consideration. The following membership deadlines per sport season are: Fall Sports- October 15; Winter Sports-January 15; Spring Sports- March 15.

B.8 Angelo DiPaolo Stadium / All Turf Fields

Reservations for school-sponsored events to use Angelo DiPaolo Stadium (“ADS”) should be made through the GMCS district athletic coordinator using the SharePoint Link. We have installed a synthetic grass (field turf) at many schools and rules have been adopted to preserve the artificial turf. Listed below are some general Do’s and Don’ts that must be followed.

PLEASE ADHERE TO THE FOLLOWING:

1. Do use regular turf shoes, soccer shoes, running shoes, etc.
2. Do not use  $\frac{3}{4}$ ” screw-on cleats or metal cleats on the field.
3. No tobacco products or smoking on the field.
4. No chewing gum on the field.
5. No sunflower seeds on the field.
6. No vehicles on the field or track without turf tires.
7. NO DEVICES THAT REQUIRE HEAT OR FIRE TO ACTIVATE. Heat and fire will **cause** severe damage to the surface.

The javelin and discus events will be moved from ADS during track meets to avoid damage to the synthetic surface. The discus cage must be utilized when this event is to be conducted. The coaching staff of the hosting school is responsible for the supervision of stadium equipment and policing the stadium area. Javelins, shots and discus equipment should not be stored in the bleacher area. Poles for sun tarps should be tightly secured to prevent these supports from becoming air borne on windy days.

All organizations are required to sign district “Facility Use Agreements” with proof of insurance and custodial payments.

1. SCRIMMAGES

Each varsity sport is entitled to one scrimmage, prior to the regular season. Varsity coaches are encouraged to secure a scrimmage with neighboring competition on a home and away basis. Sub-varsity sports can only scrimmage if they accompany the varsity team on the same bus.

2. MEALS

The district has a purchase order / P Card system to purchase meals and motel rooms. The principal or designee (bookkeeper) shall open RTO’s through IVisions. Once the proper approvals have been made, a PO will be issued or funds will be uploaded on a P Card for the head coach of that sport. An invoice and itemized receipt must be attached to the Athletic Meal report. Day trips under 6 hours events are limited to one meal unless the principal has granted prior approval. Multiple day events can use the \$15 per meal individual allotment. No more than one meal charge per team within a 50-mile radius unless it is an all-day event. School site food

service programs can be used to provide meals for athletes. Arrangements can be made in advance for the purchase of food to provide for athletes from food services. Coolers must be used to transport the sack lunches to and from contests. No meals will be provided when traveling in a 20-mile radius.

### 3. VALUABLES/FACILITY SUPERVISION

As a matter of security, student athletes should be discouraged from transporting valuable items to buses and locker areas to avoid theft. School district insurance does not cover personal items lost or stolen. A cursory "walk through" of buses and locker facilities with the host supervisor in a pre/post game fashion is highly recommended to avoid conflicting damage reports. Students will be responsible for their own valuables.

### 4. VOLUNTEER COACHES

**\*\*\*NOTE\*\*\*** Only Certified Staff, or Non-District Employees can volunteer.

Classified Staff members (subs, aids, secretaries, or anyone paid on an hourly basis) are denied by the FLSA due to overtime laws.

**\*\*\*NOTE\*\*\*** Certified Chaperones may only drive/assist during regular work hours.

Volunteers are an integral part of the success of any school program. To insure the program runs successfully, it is imperative to protect the volunteer, the students and the school. To accomplish this, all schools and athletic directors must adhere to the district guidelines in the securing of volunteers. The athletic director will secure copies of all the required documentation listed below and have it on file before the coach can have contact with the athletes.

1. The volunteer must complete a Volunteer Coaches Application from Human Resources
2. Secure a fingerprinting packet from Human Resources. Take it to the city police department, sheriff's department or tribal police to be processed. It is advisable to call ahead for times and cost to perform the service.
3. They must provide a copy of their medical insurance. The district does not provide any coverage for any accidents to them.
4. They must provide their own liability insurance. This can be secured from their own insurance company or by joining the New Mexico High School Coaches Association.
5. They must take the on-line NMAA Coaches Licensure Program. The volunteer coach must follow personnel requirements for licensure applications upon completion of the on-line course.
6. Volunteer coaches must turn 21 within 6 months of the sport they are coaching start date.

7. Administration may not Coach.

By completing these requirements, the volunteers will be authorized to assist head coaches with practices. The volunteers will be allowed to sit on the bench at home games, but will not be allowed to travel on the team bus to out of town competition or sit on the bench if they arrive there by other transportation. The volunteers must never be asked to accompany an injured player or be alone with any player at any time.

**C. POLICIES OF ATHLETIC DEPARTMENT**

**C.1 GENERAL POLICIES**

1. Athletic programs offering staffing standards and coaching increments are subject to annual review by the Athletic/Activities Office and building principal.
2. A head coach shall be limited to coaching two sports and not be head coach of more than one sport.
3. The viability of maintaining a sport due to the number of participants shall be at the discretion of the principal.
4. If school is cancelled due to inclement weather, all athletic and activity programs including practice sessions will be cancelled. High School Principals/Athletic Directors have discretionary powers when their school is hosting or attending a post-season tournament. The district athletic office must be informed immediately. Schools, officials, M & O, media and parents must be notified using all available resources including Swift Reach.

**C.2 ELIGIBILITY STANDARDS FOR ATHLETIC/ACTIVITIES**

The standards set by the NMAA are to be used to determine student eligibility for athletic and non-athletic interscholastic activity participation. Each school has a NMAA Handbook for reference and may enlist the Athletic/Activities Office for eligibility rulings. Section VI, Eligibility

Student athletes are governed by GMCS with regards to their conduct as members of a school sponsored extracurricular activity. During scheduled contests, the participant's behavior is supervised by certified officials and coaching staffs. Any fouls or penalty situations are assessed during the contest by the referees in accordance with the NMAA and National Federation Rules. Schools are encouraged to develop a local policy to address fights/ejections/flagrant fouls in accordance with the severity of the infraction. The district athletic office must be notified immediately.

**CODE OF ETHICS FOR STUDENT PARTICIPANTS AND PUBLIC**

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great deal: pursuing victory with honor. The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of the American culture. In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely. The main principles are as follows:

Promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling the "Six Pillars of Character":

Trustworthiness, Respect, Responsibility, Fairness, Caring, and Good Citizenship.

Conduct sports programs in a manner that enhances the mental, social, and moral development of athletes and teaches positive life skills that will help them become personally successful and socially responsible.

Consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit and intent as well as the letter of the rules.

The GMCS Athletic Director must maintain ultimate responsibility for the integrity and quality of those programs, and must assure that education and character-development responsibilities are not compromised. The GMCS Athletic

Director must strive to ensure the sports performance goals of the organization are achieved and that the desires and pressures to win are never placed above the academic, emotional, physical and moral well-being of the scholar athlete.

Prominently discuss the importance of character, ethics, and sportsmanship promotional and descriptive materials, and specifically determine that the athlete has or will develop the character to succeed.

The leadership of sports programs at all levels must ensure that coaches, whether paid or volunteer, are competent to coach in three areas:

1. character-building and sportsmanship,
2. first-aid and the physical capacities and limitations of the age group coached, and
3. coaching principles and rules and strategies of the sport.

Conduct that berates, intimidates, or threatens, has no place in interscholastic activities.

Participants, students, and members of the public who choose to act in this manner will be subject to penalty as determined by their local school district in conjunction with the approval of the GMCS District Athletic Director.

Any local regulations should be disseminated to the athletes and parents at the beginning of the season. Student athletes and coaches are ineligible for practice or games during suspension from school. This policy applies to in-school and out of school suspensions and is extended to adjoining weekend games. Technical fouls and unsportsmanlike conduct should be reviewed immediately after the infractions to prevent their reoccurrence.

Criteria for eligibility are dependent on a variety of factors: academic standing (2.0 GPA), absences (10/semester), establishment of residency, amateur standing, age limitation (less than 19 years of age on September 1) and local school rules to name just a few. Individual schools are responsible for establishing a local verification process identifying areas that validate the eligibility status of students participating in extracurricular activities. Local training rules should have principal/coaching staff approval with written notification to all participants. Sports specific contracts signed by the coach, athlete and parent are to be kept on file in the school site athletic director's office. The GMCS Board of Education has established a policy addressing substance abuse and drug use.

The NMAA "dual participation" rule, 6.13.2, discourages student athletes from

participating on a non-school team in the same sport during the school season. If a student is allowed by the school, through the permission of his/her coach or Administrator, to participate in this manner, the student's sport event limit may not be exceeded cumulatively. Refer to NMAA Handbook, Section 6.13.2, for regulations regarding the NMAA Dual Participation Rule.

Each team or individual must have at least ten (10) practice sessions for Football, five (5) for other sports before competing in a game. For Football the first three practices, excluding Sunday, of practice for each participant, shall be a time of conditioning without wearing pads (helmets are permissible).

During the remaining seven (7) practices, pads are allowed. Football participants can use helmets and pads after three (3) full conditioning practices.

Alternative school Participation Eligibility (NMAA Handbook 10.4.2 and 10.4.3) NMAA regulations for Alternative School Student Participation in Public School of Student(s) Residence Attendance Zone

10.4.2 Verify student has not been placed in an alternative school for disciplinary reasons that would have the student unable to meet the necessary "good standing" requirement for participation as set forth for transfer students and outlined in Section VI (6.3.3C) of the NMAA Handbook (obtain Form C from alternative school).

Student's bonfire residence must be within the attendance area of public school. Scholastic eligibility (GPS, failing grades, attendance) from the alternative school must be verified based upon the latest official grade report. A complete, valid physical must be on file with the athletic trainer including all consent and information requirements from parents (including insurance provider). Verify all other NMAA requirements and guidelines (e.g. age, participation limits, amateur

status, etc.) as specified in Section VI - Eligibility (Bylaws) of the NMAA Handbook are met.

#### **10.4.3 Mutual Code of Conduct Agreement a Code of Conduct/ Discipline**

An agreement must be in writing and signed by the student(s) parents, and both school administrators, a copy of which is to be kept on file at the student(s) charter school as well as the public school in which the student(s) is participating. The student(s) must adhere to all code of conduct rules and regulations required of the students at the member school in which the student(s) is participating.

Any suspension or dismissal from the team/activity for the duration of the season will use the NMAA defined season length. Any season deviation from state approved seasons will be submitted to the Athletics Office by the building principal.

## Coaches Must

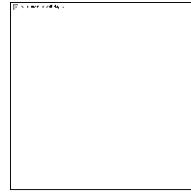
1. ***Be Cleared Through Personnel and the Director of Athletics prior to any Contact with Students***
2. Commit to coaching only GMCS Schools during the regular season.
3. Ride on the Bus with Athletes
4. Work with Administration on Discipline and Eligibility
5. Attend all mandatory NMAA and NMHSCA Rules Meetings, and Coaching Clinics
6. Follow the GMCS Athletic Handbook
7. Attend monthly Coaches Meetings
8. Keep keys / key cards safe. Keys should never be shared, especially with students
9. Submit Copies of Receipts for meals / lodging the following school day (no exceptions)
10. Submit scores to Max Preps after every contest
11. Have rosters and photos on Max Preps
12. Enter all State Qualifiers on time
  1. Schools/Coaches are responsible to pay any NMAA Fines
13. Have all Fundraisers pre-approved and requested on an Official Fundraising Form
14. Deposit all funds into specific activities accounts through the School Site Bookkeeper
  1. Coaches will not handle money, or require Pay to Play
15. Submit Donation forms to SSC and get approval before receiving anything
16. Make arrangements for all travel in and out of season 4 weeks prior
  1. Work with AD on Travel Tracker, follow up on schedules, follow up on meals
17. Inventory equipment/uniforms, maintain athletic areas-fields

## Coaches Will Not

18. Collect or hold money, Order equipment without approval, or have equipment shipped anywhere except the GMCS Warehouse
19. Coach other NMAA, NCAA, NAIA, AAU, Club Team, or any other team outside of GMCS during the same season.
20. Take Students in their personal vehicle, or allow other parents to transport students anywhere, summer included.
21. Share keys
22. Allow Coaches/Volunteers who have not been cleared through Personnel to have contact with athletes

## Recommendations

1. Make all Assistants attend the Coaching Clinic with you
2. Get certified to Drive Student Athletes through Motor Pool/Transportation
3. Assign a reliable Assistant to take care of all meal paperwork and Max Preps



## Gallup McKinley County Schools

## Coaches Code of Conduct

I have read and understand the guidelines of the Gallup-McKinley County School District Administrators/Coaches Code of Conduct. I understand that I will sign this document for each sport that I coach and it will be kept in my file in the GMCS ATHLETIC DEPARTMENT OFFICE. Failure to act within the above mentioned standards, may subject the coach and the school to disciplinary actions up to and including Termination from coaching.

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**Print Name**

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/ \_\_\_\_\_  
**Signature (Administrator/Athletic Director/Coach/Assistant Coach)**

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**Name of School**

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**Sport**

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**Date**

A Copy must be on file at the District Athletic Office