

HOBBS MUNICIPAL SCHOOLS

# Coaches Athletic Handbook

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2022-23

[www.hobbsathletics.org](http://www.hobbsathletics.org)

This publication is designed to assist coaches, school administrators and advisers with the everyday implementation of the Hobbs Municipal Schools athletic programs. This booklet contains policies, procedures, rules and regulations established by the Hobbs Municipal Schools and the New Mexico Activities Association. Coaches and administrators are expected to be knowledgeable of these rules, policies, and procedures and to be consistent in their application throughout our athletic program. Coaches are required to review all rules, regulations, and policies and sign off that they understand and will abide by the listed expectations.

# Coaches Athletic Handbook

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## **PURPOSE & PHILOSOPHY**

## **Section B**

### **PURPOSE**

This handbook is designed to explain the policies, procedures, and expectations in order to represent the Hobbs Municipal Schools as a Coach.

### **PHILOSOPHY**

In the Hobbs Municipal School system, we consider athletics to be an important part of the total educational program and support the philosophy that athletic participation is an important component of many students' school experience. We feel that athletics provides the participant an opportunity to learn and practice responsibility, teamwork, life skills, and self-discipline. Athletics also develops personal goals, character, and allows students to experience the rewards and challenges that go along with competition.

Coaches for the Hobbs Municipal Schools should never discourage an athlete from participating in another sport. In fact, coaches should encourage athletes to participate in as many sports as they desire and work collaboratively with other programs in so far. We believe HMS athletics should provide a unifying influence within our student body and between our schools and the community. We believe if student athletes participate in multiple sports it is good for the student, the school, the community, and each athletic program. We believe that when we make a sincere effort to help every program succeed, we are doing what is best for our student athletes, our school, and our community.

## **Coaching Expectations & Responsibilities**

## Section C

### **Athletic Participation Paperwork**

Each coach of a team will be responsible to see that all athletes are cleared ***before*** being allowed to practice. The athletic trainer will post updates on Rank One of athletes who are clear and who are not. The travel portion of the physical form will be made available online for the coaches on Rank One in case of an injury or emergency.

Any additional medical information pertaining to the athlete, such as a doctor's release or a current illness/injury requiring medical attention, must be given to the trainer to be kept in the student athlete's personal file.

Students allowed to participate by the coach without clearance are now the responsibility of the coach if an injury occurs.

### **Behavior Towards Officials**

Officials should at all times be treated with respect by coaches and parents. It is highly inappropriate to publicly question an official's integrity or in any way insult his/her dignity. If you have a serious complaint against an official, you are expected to pursue your grievance through the proper channels. Never take advantage of your access to the media to publicize or sensationalize your displeasure. "Win with class, lose with dignity" is a goal for every coach. Complaining about officials in the paper will result in a serious reprimand both locally and by the NMAA.

### **Supervision of Athletes**

For liability reasons, it is essential that athletes be under the supervision of a coach while they are involved in any activity. Students are not to have unsupervised access to such areas as the gymnasium, weight room, etc. A student should never have access to keys and should be supervised at all times. Locker room supervision plans must be utilized and on file in the Athletic Office prior to the first practice.

### **Out of Town Contests**

Any student participating on an athletic trip is the responsibility of the school district and the coach. All travel connected with school sponsored activity must be under the direct control and supervision of the school. Therefore, if the student is traveling on a school sponsored athletic trip, that student must use the school provided transportation. All school activities shall be under the direct sponsorship and guidance of school staff. No student, regardless of age, will be permitted to travel to or from an athletic event with any other person(s) except the coach. The coach will not release an athlete to any other person(s) regardless of verbal or written permission of that student's parent(s)/guardian(s). In some cases, the parent/guardian may make arrangements with their coach at the conclusion of a game providing written consent before taking their child.

## *Hobbs Municipal Schools Tryout Procedure*

- The coach will hold a pre-season meeting to explain expectations, commitment required to participate on the team, travel guidelines, etc.
- All students trying out must meet HHS and NMAA eligibility requirements.
- All students trying out for sports MUST have a physical and all required online paperwork on Rank One with the Head Athletic Trainer.
- Each student will get a minimum of 3 tryouts. If a student comes out late due to the fact that they were participating in an earlier season sport, they will be allowed 3 tryouts as well.
- Selection Policy: The coach will use skill drills to judge and rank the skills of each player. Some additional factors coaches will look for when choosing the team will be attitude, grades, competitiveness, and athletic ability. Work ethic, hustle, discipline and desire are other characteristics that will be considered.
- It is required, unless other arrangements have been made with the coach or AD that players attend the entire tryout.
- A minimum of 2 coaches will evaluate each player during the tryout process.
- Coaches are encouraged by administration to carry enough players on their team so that they can scrimmage in practice. Ultimately, it is up to the coach's discretion how many players he/she will carry on their team for competition.
- Try outs may be closed to observers. This is the coaches' discretion and will be communicated during the pre-season meeting to explain the process.
- Notifying players that do not make the team: The final day of tryouts, the coach will meet face to face with any player who did not make the team and explain the selection process.
- 8<sup>th</sup> graders will only be allowed to try out for varsity teams if invited. Otherwise 8<sup>th</sup> graders will play with their respective middle school team or try out for the JV or "C" team if the sport being played is not offered at the middle school.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## **School Sponsored Trips/Procedures for Disciplinary Action**

The sponsors/coaches will handle the minor disciplinary problems that arise on out-of-town trips; however, serious problems (i.e. use of alcohol, drugs, flagrant violation of rules governing trips, incidents of a violent nature, etc.) will involve the principal or Athletic Director. They will be handled according to the guidelines listed below:

- For athletics, the sponsor/coach will contact the principal or Athletic Director and will isolate the student from the group immediately (i.e. the sponsor may assign the student to a sponsor's coach's room until the student can be returned to Hobbs).
- Unless the group is scheduled to return to Hobbs within a few hours, the offending student(s) will be returned to Hobbs by either the parents or school officials.
- The appropriate disciplinary action will be taken accordingly to the disciplinary policies of Hobbs Municipal Schools concerning the offense(s). This action will be imposed as soon as possible after the student(s) return to Hobbs.

## **Coaches Transporting Students**

The state board of education approved changes that became effective on July 1, 2001 in regards to transporting students in school-operated vehicles. School employees must meet these requirements in order to transport students in vehicles.

1. Drug and Alcohol testing
2. Physical exam (Every 2 years)
3. Twelve (12) hour pre-service training program which includes four (4) hours of CPR, 4 hours of defensive driving, 4 hours of pre-inspection training.

## **Communication Chain**

Coaches of each sport are required to go through the proper channels of communication for anything they feel is necessary to improve their program or with any problem concerning their program.

- (CHAIN)
1. Head coach of a sport or Middle School Coordinator (if Middle School issue)
  2. Athletic Director
  3. Building principal
  4. Deputy Director of Secondary Instruction
  5. Superintendent
  6. Board of Education

## **Team Rules**

Each coach should have written rules for their teams. They should make each athlete and the athlete's parents or guardian sign them before the season starts. The head coach should keep a copy of these rules on file. The pre-season meeting is the time and place to go over all team rules with parents and athletes.

## **Off Season Programs/Open Facility**

Off-season programs are primarily designed to enhance and improve the individual and team skills necessary to excel in athletics. NMAA rule is 7.5 contact hour limit in the off-season M-F with no weekend contact. See the NMAA handbook for specifics.

## **Discipline of Athletes/Code of Conduct**

Occasionally, it becomes necessary to take some form of disciplinary action against an athlete as a result of unacceptable misconduct or refusal on his/her part to comply with school or athletic policy. While the student handbook identifies and “spells out” the specific disciplinary actions that will be taken for certain offenses, in athletics we have adopted our own code of conduct. The code of conduct, which is signed by the athlete and parent/guardian, explains the procedure that will be followed in disciplining an athlete for serious violations of school policy, athletic training rules or misconduct. Coaches are expected to thoroughly explain the code of conduct to the athletes in his/her charge. It is essential that athletes understand that disciplinary action will be taken for violating the athletic code of conduct. Suspension from athletics can be accomplished by the principal and/or Athletic Director.

## **Mandatory Parent Meeting**

The Hobbs Athletic Department and the NMAA require each program to have a pre-season meeting with parents and student athletes prior to each season. The more information that is shared with parents at this meeting, the more effective the meeting will be. All expectations, team rules, and policies need to be spelled out. Introduction of staff, coaching philosophy, practice schedule, playing time, lettering policy, schedules, travel procedures, information on team pictures, Compete with Class, etc. should be given at this time and should comply with the HMS athletic department philosophy and NMAA rules.

## **Quitting A Sport or Removal from a Team**

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

*Note: This policy may be waived under certain circumstances through mutual agreement of the athletic coordinator and the head coaches of the two sports involved.*

## **Coach/Player Relationships**

The relationship between a player and coach is very important, for often the coach becomes a very powerful influence on a young athlete. Parents who place their sons and daughters under the coaches’ supervision have every right to expect the coach to produce a more disciplined and responsible young person. An athlete should look back on his or her athletic experience as one of the best of their lives.



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As a coach, you should expect the proper respect from your players. Because of the great time and dedication we require of athletes, they have the right to expect nothing less from us as coaches. We do not believe in humiliating or demoralizing an athlete. We certainly do not want coaches to use profanity towards our athletes. Firm and fair discipline is expected in all programs.

## **Team Photos**

All head coaches will be responsible for making sure that individual and team pictures are taken and that the Varsity photo and roster is loaded into MAX PREPS website under your respective team. The photo is used for the state tournament program.

## **Athletic Trips**

- All coaches must have the Rank One app available on their cell phones.
- All activity trips are to be conducted as per board policy JGCA. An appropriate trip request must be submitted on travel tracker and approved by the appropriate Central Office Administrator.
- A list of travelers must be sent to Scharlotte Johnson (central office) a week before the travel date.
- To make changes in approved trips, the coach/sponsor must obtain approval by the appropriate Central Office Administrator.
- The coach/sponsor is responsible for having students at departure point at the appointed time. Sponsors/coaches supervision obligation begins when they depart the building and ends when they return to the building.
- The coach/sponsor is to supervise loading and unloading of buses.
- The school personnel in charge of the students are to keep the noise on the bus at an acceptable level to insure safe and orderly travel.
- The coaches/sponsors will be held responsible for discipline of students during the trip. The driver of the activity vehicle shall not be responsible for controlling student behavior. However, if there is a behavior problem, the driver may stop the vehicle until the sponsor has control of the situation. Anytime students are on the bus, the coach/sponsor will be present to supervise the students.
- Keep students together if evacuation of the vehicle becomes necessary.
- On overnight trips, the coach/sponsor will make all arrangements for meals which includes the driver. Lodging will be taken care of by the Athletic Office.
- On trips where passengers will be eating a meal, bottled drinks are allowed. Soft drink cups with ice are prohibited. Coach/sponsors are to see that buses are cleared of trash once the trip is completed. Coach/sponsors are to encourage the students to take proper care of buses.
- No vehicle may carry more than the rated seating capacity and no standees or temporary seats are permitted.
- No items such as luggage, equipment or instruments shall be carried inside the bus that will block aisles or exits or endanger students' safety. All items must be in the possession of the students or if placed in vacant seats, shall be secured in such a manner as to prevent movement inside the bus compartment. Storage of luggage outside the bus is recommended

or transportation of such items provided in another vehicle. No storage of items shall be allowed in the driver's compartment.

- Most activity buses are equipped with video surveillance. Make sure athletes refrain from dressing on the bus.
- A driver operating a motor vehicle for the purpose of transporting students to or from a school sponsored activity shall not have more than 10 hours total driving time or more than 8-hour continuous driving time. A driver shall not be permitted to be on-duty a total of more than 15 hours in a 24-hour period. "On-duty" time is defined as that time related to the servicing or operation of the vehicle or those duties assigned or necessary that are related to a specific activity trip such as staying with the bus for security purposes or assisting with supervision of students.

## **Emergency Procedures for Athletic Injuries**

- Emergency plan for athletic accidents to be carried out by coaches, unless the school athletic trainer, nurse, or a doctor is in attendance.
- **TRANSPORTATION**  
*All head, neck, and/or back injuries, as well as any life-threatening situation should be transported by ambulance.*
- **COMMUNICATION**  
*Serious injury (potentially life threatening)*
  1. *Call ambulance (and family doctor if available); be ready to give name and age of athlete, nature of injury, what kind of pain the athlete is experiencing and any allergies to medication known. Make sure there is someone to meet the ambulance to expedite the process.*
  2. *Contact the parent/guardian.*
  3. *Contact principal/athletic director and/or central office.*
  4. *Complete an accident form and turn it in to the athletic director and trainer.*

### *Non-serious injury*

1. *Call parents if you feel there is any possibility that the individual might need parental observation or medical attention.*
2. *Complete an accident form and turn it in to the athletic director and trainer.*

**Note to coaches:** *If there is any question as to whether the injury is of a serious nature or a non-serious nature, it must be considered serious. Never move a player complaining of neck/back pain or if you suspect that a head or spinal injury may have occurred.*

- **EMERGENCY NUMBERS**  
Ambulance: 911  
Police: 911 or 575-397-9265  
Lea Regional Medical Center: 575-492-5000

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Athletes being transported by ambulance or receiving any medical attention must have and will be asked for their medical release/parental consent form located on Rank One. All coaches must have the Rank One app available on their phone. This form also contains parents' home and work numbers. The team coach should have access to this information at all times.

**All injuries require an accident report which must be submitted within 24 hours of the accident.** That form is located at [www.hobbsschools.net](http://www.hobbsschools.net) go to: Teachers Student Accident Report

## Volunteer Coaches

The Head Coach must have any volunteer coach approved by the Athletic Director prior to asking the person of interest. All volunteer coaches have to be on file for insurance purposes.

- Volunteer coaches will be used only in limited situations.
- Volunteer coaches must complete coaching license certification, background check, and coaching orientation with the Athletic Director prior to working with Hobbs schools' students.
- Student teachers or coaches who are taking classes to become coaches are preferred.

## Uniform Policy

Varsity uniforms should be ordered on a three (3) year cycle. Each sport will be expected to wear uniforms for three (3) years. At the end of the cycle, coaches should identify uniforms on their needs list for the following year. Uniforms must be black, gold or white and should be cleared by the athletic office before submitting PO for purchase.

## Facility Usage/Lock Up

Anyone wishing to use the school facilities must have approval from the athletic director or high school principal.

- **General philosophy:** HMS facilities are dedicated to the purpose of development of healthy bodies, recreational activities and leisure time hobbies. The building is to be used by the community and school with a sincere purpose of care and maintenance of the facilities. As school employees, it is our responsibility to be sure proper care is given to equipment, materials, and other school property. This includes seeing that buildings are locked up when you leave and lights turned out. At no time should an athlete or student have possession of school keys. Keys to school facilities are not to be loaned out. No one should be allowed into the equipment rooms except the coaches and team managers. Beginning of season equipment issues should be well planned under the direction of the coaches in charge of that sport.
- **School use:** In general, the facilities will be used for athletics or physical education for students from 7:30 a.m. – 4:30 p.m. daily. Preference will be given to school activities over community utilization.
- **Rental of facilities by organizations:** Organizations or community groups which desire use of the facilities shall make request through the athletic director. The request should be made as far in advance of use as possible. Proof of insurance required two weeks

before the event. Rental fees shall be paid in advance for use of the facilities. The renter shall be responsible for all damages incurred as a result of use or performance. In general, the facilities are not to be used as an auditorium as it is recommended that Tydings Auditorium be utilized for such meetings. In addition, commercial enterprises, non-athletic in nature, shall not be approved.

- **Supervision:** There must be an administrator and school custodian present for openings, closing, and regulation of utilities at all activities. A standard fee shall be paid to the custodian by the business office for supervision of the gym. The fees are on file in the Athletic Office. Organizations that rent the gym shall furnish adequate help for supervision of the activity. The drinking of intoxicating beverages in the gym or on the school grounds is prohibited. The gym may not be used by a school group or organization without an authorized principal, coach, teacher, or authorized staff member present.
- **School equipment: only authorized personnel of the school shall use the sound system and scoreboard.** The handling of bleachers, basketball goals, chairs, floor coverings, lights, heating and air conditioning shall be by the administration/ gym custodian only.
- **Smoking:** No smoking shall be permitted within the indoor areas or on the premises of school grounds associated with school facilities.
- **General conclusion:** The board of education desires the building to be used in such a manner that the future generation enjoys the benefits of the building. Help take care of the facility.

## Athletic Awards

### **LETTERING POLICY FOR HOBBS HIGH SCHOOL:**

An athlete will receive only one varsity letter during their high school tenure. After an athlete has received the initial lettering, an athletic pin shall be given for each sport season completed. They will continue to receive a certificate for each sport in which they letter each year. In order to be consistent, a list of all varsity lettermen must be kept and turned into the athletic office so a master list may be compiled.

No junior varsity letters will be awarded. Junior varsity and sophomore teams will be eligible for a certificate from the sport in which they participated.

It is required that coaches have written rules concerning lettering policy and go over policy prior to the start of the season.

### **INDIVIDUAL SPORT AWARDS:**

It will be at the discretion of the coaching staff of each sport as to what, if any, motivational, inspirational or achievement awards will be presented in his/her program. At the end of the season, the head coach should communicate to the athletic director what awards he/she will want to present at the athletic banquets.

## **Athletic Tone and Dress**

Student athletes should present a positive “tone” in their dress and actions on the court or field. Athletic trips are special and athletes should dress appropriately. Athletes should be neat and well groomed. Student athletes represent Hobbs schools and the community of Hobbs. With this in mind, coaches and student athletes should never do anything to embarrass themselves or the Hobbs schools. Coaches should make game day special and have their players dress in a special way. Hair should be neat, clean, and reasonable in appearance.

As per Hobbs Athletics, a Coaching Staff is allowed 8 hours of total contact time per week (during days when school is in session only) to work with prospective student athletes during the off-season. Sports specific and sports specific conditioning classes are to be included within this allowable timeframe. This provision applies to all school coaches, paid and volunteer. This rule prohibits coaching these individuals on any team (school or non-school sponsored) out-of-season during the school year.

## **Maintenance**

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

## **Evaluation**

The formal evaluation of coaches will be in the area of coaching performance. Those involved in the evaluations may be the athletic director, building principal and the head coach from the high school. The evaluation will be made during the school year. The coach being evaluated will always be given an opportunity for making a comment or rebuttal. Following the completion of the evaluation, a copy will be given to the coach. Head coaches at the high school will evaluate their assistants. Also, the high school principal and athletic director will evaluate the head high school coaches. The athletic coordinator at the building site will evaluate Middle school coaches in conjunction with the Athletic Director and Head High School coach.

## **PROCEDURES FOR PURCHASING & TRAVEL**

## Section D

### *Equipment and Supply Purchasing*

*ALL* purchases of equipment and or services **MUST** follow the purchase order/requisition procedure.

**DO NOT ORDER ANYTHING WITHOUT FOLLOWING THE PROCEDURE!**

All Coaches:

1. Get approval from Athletic Director to purchase ANY item - BEFORE it is purchased.
2. Obtain a price quote on company letterhead.
3. Bring information to the Athletic Director along with (2) two other prices for like equipment if order is over \$500.00
4. The Athletic Department Administrative Assistant will complete the requisition.

Any returns or exchanges should contact the Athletic office and the Business Office.

### *Athletic Trips & Planning*

Athletic trips will require that the athletic office generate requisitions for checks needed to cover expenses. Requisitions for athletic trips need to be in the athletic office a minimum of two (2) weeks prior to the start of the season. Head coaches need to turn in a list of the number of people they will need to feed on each trip to the Athletic Director in order to have P-cards ready.

### *P-cards*

P-cards will be checked out to the person in charge of the trip. *THAT* person is responsible for *ALL* the money. They are in charge of picking up the card and obtaining the proper receipts. The P-card must be returned to Jackie Gill the following school day.

### *Restaurant Receipts*

- Most preferred tickets are those that are pre-printed with the vendor's name and **itemized cost**.
- Other receipts need to be stamped on the back with the vendor's name and include a signature. (Most vendors have a stamp for deposits)
- Gratuity over 15% Will Not Be Reimbursed!
- We Do Pay Tax at Restaurants. (Tax and gratuity are figured into the total your received when the purchase order is typed at the Athletic Office)
- For Athletic trips, \$12.00 per person per meal is what is currently allowed. To that total, we add tax and gratuity.

### *Grocery Stores and Quick Shops*

- We Do NOT pay tax on items purchased at stores, grocery stops, mini-marts, etc. (These should only include tangible items such as drinks, snacks, supplies, etc.) The Business

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Office will supply a vendor with a tax-exempt certificate upon request. You will need to provide the vendor's full name and mailing address to the Business Office.

## **Hotel Receipts**

- All hotel receipts **MUST** be itemized on their statement. This should show the taxes and fees. The hotel receipt should be turned in to the Athletic office upon returning to Hobbs.
- Long distance calls **WILL NOT** be reimbursed from travel packet expenses. The person in charge of the packet will be responsible for these charges.

## **Purchasing Online**

- **NO ITEMS** may be ordered online. We do not order online **PER** Central Office.
- You must pay for **ALL** items that can only be ordered online with **YOUR PERSONAL** credit card.
- You may ask for a reimbursement. You will need to give the Athletic Secretary a copy of your receipt showing you paid for the item and a copy of your Credit Card Statement showing where it was charged to your card. Please black out any other confidential information on your card.

## **PROCEDURES FOR BUS REQUISITIONS AND SUBS**

### Section E

#### **Bus Requisitions**

All bus requisitions for the entire season should be completed online through Travel Tracker a minimum of three weeks prior to the start of the season.

#### **Substitute Requests (Frontline)**

All requests for substitutes should be completed on the Frontline system for the entire season a minimum of two weeks prior to the start of the season.



## **PROCEDURES FOR SCHOOL ATHLETICS EQUITIES ACT** Section F

### *Team Information*

Coaches are required to enter their rosters and schedules into Max Preps system for grades 9<sup>th</sup>-12<sup>th</sup>. Rosters of students not in the system should be submitted to the AD in order for the athletic department to add the student into the system so the coach can add them to his or her roster.

Varsity level teams also require a team photo which will be used in the State Championships program along with updating results after each varsity competition.

### *School Athletics Equities Act (SAEA) Summary of Data Reporting Guidelines*

The data submitted shall include:

At the conclusion of each season, the following information pertaining to enrollment:

- (1) the total enrollment in each public school as an average of enrollment at the eightieth and one hundred twentieth days of the school year;
- (2) student enrollment by gender;
- (3) total number of students participating in athletics;
- (4) athletics participation by gender; and;
- (5) the number of boys' teams and girls' teams by sport and by competition level;

At the conclusion of each season, the following information pertaining to athletic directors, coaches and other school personnel:

- (1) the name and gender of each public school's athletic director;
- (2) the name of each team's coaches and other team personnel, with their gender, job title and employment status, such as full-time, part-time, contract or seasonal, specified;
- (3) the coach-to-athlete ratio for each team; and;
- (4) the stipend or other compensation for coaching paid to coaches of boys' teams and to coaches of girls' teams for each public school;

At the conclusion of each season, the following information regarding expenses, including:

- (1) any capital outlay expenditures for each public school's athletics programs;
- (2) the expenditures for each public school's athletics programs; and;
- (3) the expenditures for individual teams, including travel expenses such as transportation, meal allowances and overnight accommodations; equipment; uniforms; facilities; facilities improvements; publicity expenses; awards; banquets; insurance; and any other expenses incurred by each team; and

At the conclusion of each season, a statement of benefits and services to each team, including:

- (1) replacement schedules for equipment, uniforms and supplies;
- (2) practice and game schedules;
- (3) access to locker rooms, weight rooms and practice, competitive and training facilities; and;
- (4) assistance in obtaining scholarships.

**All head coaches must turn in an end of season inventory.**

### **BANQUETS**

The ***Contact Person*** for each banquet will be the Head Coach. All Booster Clubs must make arrangements with the Head Coach, who will in turn work with the Cafeteria personnel. ***No Booster Club Persons Should Be Made the Contact Person.*** For prices on services and foods through the cafeteria the head coach should inquire with the cafeteria personnel.

**All athletic programs are required to use the HHS cafeteria for all banquets.** Athletic programs can use the cafeteria food, have the food catered, or choose to have a pot luck dinner. Senior Awards shall be \$50 or below (excluding scholarships) for all athletic teams in order to maintain equity among all athletic programs. Athletic banquets will have a total spending cap of \$25 per student. This total will be the limit for catering and any other cost associated with the banquet. The athletic department will provide certificates, letters, pins and \$150 per team for trophies. All other expenses in relation to the banquet (meals, decorations etc.) will be the responsibility of the booster club.

## **BOOSTER CLUBS AND FUNDRAISING**

### **Section H**

Refer to the HMS Booster Club manual for specific information concerning booster clubs and fundraising.

Only approved organizations, operating under state and federal laws, Hobbs Municipal Schools (HMS) Board policies, District procedures, and the HMS Booster Club Guidelines shall be allowed to use the school name and/or facilities in support of its programs. Specific questions regarding booster activity should be addressed to the business office.

## **Hobbs Municipal Schools COACHING ETHICS:**

## **Section I**

- The coach will treat each athlete as you would like your own son or daughter to be treated.
- The coach will not criticize players or other coaches openly in front of spectators.
- The coach will encourage the highest standards of scholastic achievement among all athletes.
- The coach will demonstrate/model the highest standards of sportsmanship win or lose.
- The coach shall not use abusive or profane language.
- The coach will set a positive example in personal conduct at all times.
- The coach will treat each player, opposing coach, parent and administrator with respect and dignity.
- The coach-athlete relationship should remain appropriate and professional at all times.
- The coach will not discourage an athlete from participating in another sport or activity.
- The coach will be supportive of all athletic programs in the Hobbs Municipal Schools.

\*Violations of coaching ethics can lead to dismissal from the coaching assignment.

**Coaches Name:** \_\_\_\_\_

**Coaches Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Signature acknowledges receipt and knowledge of this handbook.