

Wingate High School

“Home of the Bears”

Athletic Handbook

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Wingate High School Contact Numbers

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INTRODUCTION

This handbook has been designed to assist the coaching staff, parents, and student-athletes with various procedures, responsibilities, duties and policies regarding Wingate Athletics. If at any time, questions or concerns arise which are not addressed in this handbook, please feel free to contact the Athletic Director. The Athletic Director's office number is 505.488.6425 or email alfred.martinez@bie.edu. The Principal and Assistant Principal may also be contacted at the following number 505.488.6400.

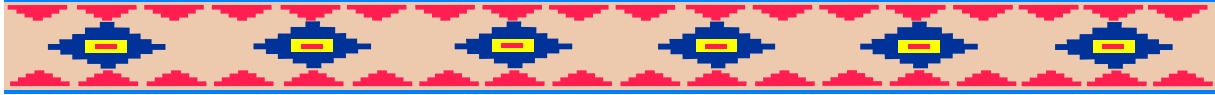
Wingate High School is a member of the New Mexico Activities Association (NMAA) and abides by all rules and regulations that govern athletics in the State of New Mexico. The Wingate Bears compete in District 1AAA and Al Martinez of Wingate High School is the District 1AAAA Chairperson. He can be contacted at 505.488.6425 or by email at alfred.martinez@bie.edu. All coaches and athletes will operate within the guidelines of Wingate High School, District 1AAAA and the NMAA.

WINGATE ATHLETIC PERSPECTIVE

The athletic program is an extension of the classroom and school curriculum. Athletics should be used as a valuable teaching tool. If not, then it has no place within the educational setting. Athletics provides the student-athlete with a varied and unique school experience. Therefore it is a PRIVILEGE to participate in the athletic programs at Wingate High School.

Interscholastic athletics at the high school level is a competitive effort between athletes and coaches. Therefore every athlete who tries out for the team may or may not be selected. Team cuts become necessary to keep team sizes manageable for safety and supervisory reasons. Coaches are entrusted with the unenviable task of making tough decisions regarding selection of athletes. Coaches are expected to be open with players and parents about their placement on the team.

We expect our coaches to handle the management of their teams in a respectful, professional, and responsible manner. Team management is the responsibility of the Coach. Therefore all rules and regulations established by the NMAA, Wingate High School, and District 1AAA are to be followed. It is the responsibility of the coaches for each sport to inform the administration of all team rules, policies, problems or concerns. The Head Coach is ultimately responsible for the actions and events surrounding his/her sport.



WINGATE HIGH SCHOOL MISSION

Wingate High School is a Native American School that Nurtures the Whole Person in Self-Identity, Education, Leadership and Wisdom.

WINGATE HIGH SCHOOL VISION

“Nurture Your Talent



ATHLETIC DIRECTOR

Role and Responsibilities

1. Oversees the supervision of all coaches.
2. Create sports schedules, season itineraries and practice schedules for all sports.
3. Supervise and maintain eligibility requirements for all student athletes.
4. Ensure that all facilities, all equipment and all drills are safe. Promote safety all times by not allowing the bigger, stronger, faster athletes go against the smaller, weaker, and slower athletes.
5. Recognize the importance of head and brain injuries and that coaches take appropriate action for a head or brain injury. All coaches must follow these guidelines:
 - The athlete is not allowed to play on the day the head or brain injury occurs.
 - The athlete is not allowed to practice or play for seven (7) days.
 - The athlete must receive a medical release from a licensed health care professional before resuming practice or play.
 - Coaches are to be required to take the Free Online Concussion Course at www.nfhslearn.com.
6. Promote Sportsmanship and positive coach, player and fan behavior at all sporting events.
7. Ensure that all home games are properly supervised and organized in order to maintain a sense of safety and security for officials, coaches, players and fans.
8. Maintain all necessary paperwork for the athletic program such as (physicals, injury reports, consent forms, equipment return forms, inventory, season reports, etc)

ATHLETIC COACHES

Role and Responsibilities

1. All Coaches are required to be certified and licensed by the State of New Mexico in order to be a Coach at Wingate High School.
2. All Coaches who are interested in coaching a sport must submit a letter of interest that includes previous coaching experience and must be licensed by the State of New Mexico.
3. Coaches who receive Athletic Stipends from Wingate High School are not allowed to receive monetary compensation from the Athletic Department for working games and or events during season or out of season.
4. Keep current, up-to-date inventories, maintain equipment and uniforms, and do a complete inventory at the end of the season.
5. The Head Coach is responsible for the collection of all school property after the completion of the season from the athletes and maintains all necessary records and reports for the Athletic Department.
6. Develop and maintain good sportsmanship from your athletes and assistant coaches. Coaches, players, parents, and fans that have been ejected from an NMAA sanctioned event will be subject to NMAA rules and regulations.
7. Make sure that every athlete has a physical exam before participating in a sport.
8. Keep a current file on injuries and doctor release forms for injured athletes. Coaches must complete BIE SMIS forms for student injuries during athletic participation.
9. For injuries that require medical attention the Accident Reporting Protocol for the BIE and Wingate High School must be followed.
10. Assure proper team conduct at home and on away games. Report scores to media.
11. Responsible for locker room security at home and on the road.
12. Provide “inherent risk policy” training for all athletes and coaches prior to the season. Establish emergency procedures with coaches and athletes.
13. Head coaches will be responsible for the inspection of facilities and make sure all equipment meets established safety standards.
14. Head coaches will be knowledgeable of pre-season duties, in-season duties and post-season duties. These forms are available from the Athletic Director.
15. All Coaches must serve as a positive role model for the school and the players in the program.
16. Coaches must:
 - a. NEVER CURSE AT AN OFFICIAL OR PLAYER
 - b. NEVER TOUCH AN OFFICIAL
 - c. NEVER MANHANDLE AN OFFICIAL OR PLAYER
17. The use of Social Media to bully or make disparaging comments about Students, Coaches, Administration or Wingate Personnel is prohibited.
18. Head Coaches and Assistant Coaches are to maintain a clean environment, provide clean uniforms and ensure safe and proper equipment.

ATHLETIC ELIGIBILITY

1. Scholarship

a. Open Enrollment

A ninth grade student who has not previously competed in interscholastic sports at the high school level has his/her open enrollment choice. The student may compete without reference to his/her immediate or previous scholastic record in eighth grade. The end of the 1st grading period in the 9th grade establishes the beginning of the scholarship requirements for the Student

b. Semesters of Participation Limits

A student is eligible for senior high interscholastic competition for ten (10) consecutive semesters starting with the eighth grade (8th) year. A student is eligible for eight (8) semesters in grades 9 – 12.

c. Academic Eligibility

- A student shall have a **2.0** grade point average or better with no more than one (1) F, based on the 4.0 grading scale.

d. Academically Ineligible Player

- Practice – The Student may practice with the team if he/she demonstrates academic progress towards eligibility.
- Participation – The Student CANNOT participate in any interscholastic event at any level of competition during the period of ineligibility.
- Travel – the Student CANNOT travel to any interscholastic event or activity with the team during the period of ineligibility.

e. Age Rule

A student becoming 19 years of age after August 31 of the current year is eligible for the entire school year. A student who is 19 years of age or older prior to September 1 is **ineligible**

SPORTSMANSHIP

Sportsmanship applies to all athletes who participate in extracurricular activities at Wingate High School. Athletes are to abide by the proper behavioral expectations detailed in the Student Code of Conduct which is based on the approval of the School Board. The Athletic Department supports the NMAA's *Pursuing Victory with Honor Program and the Six Pillars of Character*:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

Student Athletes will abide by the NMAA Ejection Policy whenever a player is removed or ejected from a school activity a report is to be made to the Athletic Director, Assistant Principal and Principal the next school day.

- **First Ejection:** Ejected player will not be permitted to participate in next game or event.
- **Ejected Athlete Policy:** The athletes must complete the Pursuing Victory with Honor online course and then submit a 250 word essay to the Athletic Director with approval before being allowed to participate in the next game.
- **Second Ejection:** Ejected player will be banned from all Extra Curricular Activities for the school year.

Players are Expected to:

- Accept and understand the seriousness of their responsibility and privilege of representing the school and the community
- Learn the rules thoroughly and discuss them with parents, fans and peers. This will aid in the better understanding and appreciation of the game
- Cooperate with the coaches and always exercise good sportsmanship by living by the rules and roles stated by the athletic program
- Only the captain may communicate with the officials of an athletic event on the clarification of rules.
- Always respect the officials' judgment and interpretation of the rules. Never argue or make non-verbal gestures, which indicate disagreement.

- Congratulate opponents in a sincere manner following either victory or defeat. This is a measure of true character
- Treat opponents with respect that is accorded with a guest or a friend
- Shake hands with opponents prior to the contest and wish them luck.

ATHLETE POLICIES AND PROCEDURES

1. Class Attendance

- a. Attendance is mandatory for all Student-Athletes. If an athlete is absent from class on game day he/she will not be allowed to play for that day.
- b. Absences must be approved by Administration.
- c. Unusual circumstances will be handled on an individual basis by the school administration.

2. Travel to Athletic Contests

- a. All Student-athletes are required to travel with the team in order to participate in an activity or contest.
- b. Student-Athletes are not allowed to leave the team during competition or events without notifying the head coach. Failure to do so will result in a student Code of Conduct violation.
- c. Student-Athletes are not allowed to drive themselves to the activity or contest.
- d. Student-Athletes must follow the Wingate High School Check-Out Policy in order to be released from the team after a game.
- e. All Coaches are to follow the Wingate High School Check Out Policy

3. Athletic Trips

- a. Off campus trips and overnight trips are part of an athletic program. Improper behavior or special acts of misconduct on any trip may result in suspension or dismissal from the team or the athletic program for the school year.
- b. Students can also lose their bus riding privileges for improper behavior.

4. Practice Time

- a. All athletes must have 5 days of practice prior to competition.
- b. Football players are the exception and athletes must have 10 days of practice prior to athletic competition.

5. Season to Season

- a. Every student athlete must turn in all equipment and uniforms in order to begin participation in the next season.
- b. A Sports Release Form must be signed by the Coach.
- c. If an athlete is not properly released then they may not begin practice.

6. Team Selection Policy

- a. Parents and Athletes are expected to understand that every student who tries out for the team may or may not be selected for the team.
- b. Team cuts become necessary to keep team sizes manageable and for

supervisory and safety reasons.

- c. An established tryout and selection procedure for each sport will be based on the Student-Athlete's level of skill and talent for that sport.

7. Wingate High School Check Out Policy and Procedures

- Only immediate family members can check out students. As in mother, father, legal guardian, sister, brother, grandparent, aunt or uncle.
- School personnel will not be allowed to check a student(s) out overnight, unless they are a the parent of the student
- Check outs during the academic day by school personnel shall be restricted to sanctioned school activities only.
- All check out must conclude by curfew unless pre-approved by staff in charge at the time of the check out.
- Students wishing to have check out privileges must have an original written permission document signed by the parent or legal guardian stating that the school is released of any liability associated with the checkout.
- Parents or legal guardians may designate, in writing, family members who are authorized to check out their child overnight.
- Check out requests via telephone will not be approved, except in situations where a family emergency is involved.
- All students authorized for check out are expected to return to the school campus at the specified time of return, as stated in their approved check out request.
- When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse or cancel the check out.
- If a conflict arises concerning the student check out process, the administration or designee reserves the right to revoke any check out privileges.
- Students must be in good academic standing in order to be checked out when they will be absent for class. The exception to this would be an emergency situation.
- Any student, regardless of age, shall not be authorized to check themselves out and no check may be approved to an adult less than 25 years of age. This applies to all parties, including family members.
- Students may not be checked out until any applicable restriction is served. Exceptions, prompted in the case of an emergency, must be approved by the school administration.

- In the event of local emergencies, i.e. natural disasters, fire, or threatening weather conditions, any previously approved check outs may be cancelled without prior notice.
- Students involved in inappropriate activity while in check out status may have their check out cancelled will face disciplinary action upon their return to campus.

TEAM RULES AND REGULATIONS

1. All Student –Athletes of Wingate High School must sign and compete a:
 - Physical form signed by a physician or medical personnel
 - Parent consent form signed by the parents or guardian
 - Signed Clearance Form from previous season or sport
2. Athletes must be in “Good Standing” during the season by:
 - Maintaining a **GPA of 2.0** or better
 - Complete a weekly Grade check form – with **NO FAILING GRADES**
 - Maintain good attendance, behavior and academic achievement weekly.
3. All players must ride the school bus to all games and comply with the Wingate High School Check-Out Policy.
4. Practice Policy
 - If you miss (1) practice that week: **You** will not start the next game and or possibly be replaced for an event or meet.
 - If you miss (2) practices that week: **You** will not play that week and or possibly be replaced for an event or meet.
 - If you miss 2 or more games due to attendance or disciplinary reasons it may result in removal from the team for that season.
5. Code of Conduct Violations from Student Handbook will result in:
 - 1 to 2 Game Suspension based on case by case basis.
 - Removal from Team for that season.
 - Due Process procedures for Wingate High School
19. Substance Abuse – “Zero Tolerance”
 - Substance abuse charges and incidents will result in:
 - 1) Removal from the Team for that season.
 - 2) Required completion of WHS Substance Abuse Program.
20. Study Hall
 - Student Athletes who are on the failing list after Quarterly Progress will have to attend after school Study Hall and improve grades before practicing or playing in the event.
21. The Student Code of Conduct Handbook will govern all WHS athletes.

22. Energy Drinks can be unhealthy and dangerous to athletes and are prohibited.
23. The use of Social Media to bully or make disparaging comments about Students, Coaches, Administration or Wingate Personnel can result in disciplinary action.

ATHLETE CODE OF CONDUCT

Wingate High School is required to adopt the NMAA position **on hostile environment and hazing** as a matter of procedure to the NMAA. Hazing, as it is defined (not initiation) shall be subject to the investigative process of the school or law enforcement. Taking part in hazing can have serious consequences.

The following actions are prohibited and will not be tolerated at Wingate High School. Students who engage in the following acts are subject to punishment by the Code of Student Conduct or Local Enforcement Agencies.

Hazing

- Hazing is an act committed or threatened against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party.
- This includes any activity that involves physical harm, sexual overtones, extreme and unreasonable levels of embarrassment or humiliation, or violation of any rules or laws. Hazing is not permitted as part of any team or activity as an initiation or rite of passage.

Bullying /Hostile Environment

- Hostile environment is unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment.

Sexual Harassment/Inappropriate Behaviors

- Sexual Harassment is a form of gender discrimination that consists of unwelcome verbal, electronic, or physical interaction between two or more people. Harassment can happen between people of the same gender or people of opposite genders.
- Coaches or Athletes who engage in such activity are subject to Code of Conduct Policy or Local Law Enforcement Agencies

Social Media Policy

- Facebook, Twitter, YouTube, My Space and Instagram etc. are a few examples of social media network. Students who engage in cyber bullying or post disparaging remarks on Social Media Network about Student- Athletes, Coaches, Administration or Wingate High School Personnel will be subject to the Student Code of Conduct Policy

PARENT / LEGAL GUARDIAN GUIDELINES

The purpose of the Parent / Legal Guardian Code is to provide a set of guidelines and procedures to be followed during the season. The athletic department would like for parents/legal guardians to help promote sportsmanship for Wingate High School and to act as positive role models for their student athlete. The purpose of the Athletics is to promote the physical, mental, moral, social and emotional well-being of each student athlete. Parent / Legal Guardians are an important part of this process.

Expectations

1. Be a positive role model for your child, the school, and the community.
2. Display a positive attitude and appropriate behavior at all activities.
3. Show respect for all Participants, Officials, and Coaches & Visiting Fans.
4. Encourage your child to attend school regularly and excel academically.
5. Inform your child of the dangers of using and discourage the use of any illegal drugs, alcohol, and tobacco.
6. Inform your sons/daughters to abstain from sexual relationships during their high school years.
7. Parents are expected to participate in all Parent Teacher Conferences and take an active role in their “Good Academic Standing”.

Communication You Can Expect from the Coach

1. Philosophy of the Coach
2. Expectations the Coach has for Student Athletes
3. Locations and times of all practices and games
4. Team requirements and Selection procedures

Parental Concerns or Issues

If you should have a concern or issue about an athletic program please follow this policy;

1. Procedure to address concerns or issues:
 - Head Coach or Coach
 - Athletic Director
 - Administration

2. Please **Do Not** attempt to confront a coach before or after a contest or at practice.
3. It is important that all parties involved understand both positions. Therefore communication is an important part to the resolution process.

Inappropriate Behaviors by Parents, Family Members and Fans may result in removal from the premises during practice or games. On campus privileges may also be revoked per Administrative approval. Always practice Good Sportsmanship!

Wingate High School "Home of the Bears"

Principal: Gloria Arviso Asst. Principal: Mark Woestehoff Wingate High School Ft. Wingate NM 87316



Athletic Director: Al Martinez Phone: (505) 488 – 6425 Fax: (505) 488 – 6444 Email: alfred.martinez@bie.edu
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PARENT – STUDENT CONSENT FORM

*We, the parent(s)/guardian(s) and the student-athlete have completely read and fully understand the Athletic Handbook. We hereby give consent to our son/daughter to participate in athletics at Wingate High School and agree to abide by all policies and procedures that govern student athletes. We understand that athletics is a **PRIVILEGE** and that **ACADEMICS** are a **PRIORITY** for the student athlete while they are attending Wingate High School.*

Please Print Parent(s) Name

 Date

Signature Parent(s) Name

 Date

Please Print Athletes Name

 Date

Signature Athletes Name

 Date

Al Martinez

August 3, 2015

THIS FORM MUST BE ON FILE WITH THE HEAD COACH AND ATHLETIC DIRECTOR

Wingate High School Assumption of Athletic Risk Policy

When the term "we" is used it is referring to the athlete and the parent(s)/guardian(s).
We agree to carefully read the information presented below before this document is signed.

Athlete Name: _____ Date: _____

- I voluntarily express a desire to participate in extracurricular activities
- I realize that any pre-existing condition, lingering, or prolonged injury creates additional risk for me. It is my responsibility to discuss these conditions with the coaching staff **before** participation.
- We acknowledge the **risks inherent** in the sport of _____ and understand the full range of injuries from minor to severe.
- We understand the athlete's responsibility to follow rules and procedures.
- We understand the importance of properly worn and maintained equipment and attire.
- We understand that proper technique can minimize but cannot eliminate injury.
- It is important that all practices are attended. Exceptions include: illness (absence from school), a medical or family emergency, or prior approval from the coaching staff.
- We understand the **catastrophic nature** of athletic injury. We recognize that an athlete might die, become paralyzed, or suffer brain damage or other serious, permanent injury as a result of participation in this sport.
- We also understand that it is our responsibility to make the coach and athletic trainer aware of any injuries incurred during the season and follow all prescribed treatments whether by the trainer or a physician. It is also our responsibility to inform the coach or trainer any time I visit a physician for treatment of a disease or athletic injury.
- We agree to inform all health care providers, **before** receiving therapy and treatment of any kind, if the athlete is taking any drugs or medication or using any ointments, balms, or liniments, or have any implants in my body. As parent/guardian and athlete, we understand and acknowledge that any combination of the above and deep heat therapy may cause serious medical problems to the athlete.
- We realize that neither the protective equipment and padding used in the sport, the safety rules and procedures of the sport, the coaching instruction received nor sports medicine care will guarantee my safety or proven injuries that might be sustained.

- We agree to accept these risks as a condition of participation.

Student Athlete Signature

Parent/ Guardian Signature