

Wingate High School

“Home of the Bears”

Athletic Handbook

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Wingate High School Contact Numbers

Gloria Arviso, Principal	505-488-6401
Karen Malone, Head Teacher	505-488-6417
Dave Barker, Head Teacher	505-488-6414
Al Martinez, Athletic Director	505-488-6425
Lucy Pioche-Garcia, Acting HL Supervisor	505-488-6408
Home Living Residential Office	505-488-6405
Fort Wingate Fire Department	505-488-5261
Navajo Nation Crownpoint Police	505-786-2050
NM State Police	505-863-9353
McKinley County Sheriff	505-722-7205
Gallup Indian Medical Center	505-722-1000

DIRECTORY OF MEDICAL SERVICE PROVIDERS

<p>Albuquerque Indian Health Center 801 Vassar Drive NE Albuquerque NM 87106 505-248-4000</p>	<p>Grants – Cibola General 1016 East Roosevelt Avenue Grants NM 87020 505-287-4446</p>
<p>Crownpoint Service Unit P.O. Box 358 Highway Junction 57, R19 Crownpoint NM 87313 505-786-5291</p>	<p>Northern Navajo Medical Center Highway 491 North Shiprock NM 87420 505-368-6001</p>
<p>Fort Defiance Indian Hospital P.O. Box 649 Corner of Routes N12 & N7 Ft. Defiance AZ 86504 928-729-8000</p>	<p>Presbyterian Hospital 1100 Central Avenue SE Albuquerque NM 505-841-1234</p>
<p>Farmington – San Juan Regional Medical 801 West Maple Street Farmington NM 87401 505-609-2000</p>	<p>Santa Fe Service Unit 1700 Cerillos Road Santa Fe NM 87501 505-946-9282</p>
<p>Gallup Indian Medical Center P.O. Box 1337 Gallup 87301 505-722-1000</p>	<p>Zuni Comprehensive Health Center P.O. Box 467 Route 301 North 21B Avenue Zuni NM 87327 505-782-4431</p>

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 may also be contacted at the following number 505.488.6401.

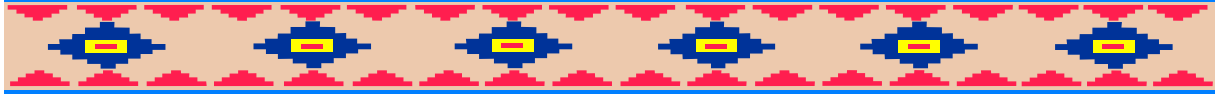
Wingate High School is a member of the New Mexico Activities Association (NMAA) and abides by all rules and regulations that govern athletics in the State of New Mexico. The Wingate Bears compete in District 1AAAA and Al Martinez of Wingate High School is the District 1AAAA Chairperson. He can be contacted 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 go www.nfhslearn.com to take the online concussion course and for football the blocking, tackling and equipment fitting course. All coaches are need to complete the online first aid course.
6. Promote Sportsmanship and positive coach, player and fan behavior at 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 are expected to motivate and their student athletes to maintain high academic standards during and between seasons of participation.
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 Wingate High School, students, coaches, or Wingate Administration/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. Pursuant to State Statute 22-12-2.1

- **No student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of (15) days per semester, and no class may be missed in excess of (15) times per semester. Participation in state and national competitions is exempt.**

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. Weekly Grade Checks

- Determine “Good Standing” based on input from Teachers / Administration.
- Completed every Wednesday by all athletes with **NO FAILING GRADES**
- Attendance & Behavior are major points of emphasis for all athletes.

e. 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.

f. 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**

TEAM RULES AND REGULATIONS

1. All Student –Athletes of Wingate High School must sign and complete a:
 - Physical form signed by a physician or medical personnel
 - Parent consent form signed by the parents or guardian
 - **Complete the NFHS Concussion for Students in order to practice**
2. Athletes must be in “Good Standing” during the season by:
 - Maintaining a **GPA of 2.0** or better for the quarter or semester
 - Complete a weekly “Good Standing” Form to determine eligibility for the week
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
6. 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.
7. Required Academic Tutoring
 - Student Athletes who are on the failing list after Quarterly Progress will have to attend after school tutoring to improve grades before practicing or playing games.
8. In School Suspension (ISS)
 - Students who are in ISS cannot practice or participate in athletics for that day.
9. Energy Drinks are unhealthy and dangerous to athletes and are prohibited.
10. The use of Social Media to bully or make disparaging comments about Wingate High School, students, coaches or Wingate Administration / Personnel is prohibited.

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

Coaches / Student Athletes who do not abide by the NMAA Ejection Policy and are removed or ejected from an athletic event or activity must have a report made to the Athletic Director and Principal the next school day. The Coach / Student Athlete will also abide by the following:

- **First Ejection:** Ejected Coach / Student Athlete will not be permitted to participate in next game or event.
- **Ejected Coach / Athlete Policy:** The Coach / Athletes must complete the NFHS Sportsmanship 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 Coach / Student Athlete will be banned from all Extra Curricular Activities for the school year.

Coaches / Student Athletes 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 / student athletes and always exercise good sportsmanship by living by the rules and roles stated by the athletic program
- Only the Coach or Team 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.
- **ONLY DESIGNATED FAMILY MEMBERS ARE ALLOWED TO CHECK OUT THEIR STUDENT ATHLETE AFTER GAMES OR EVENTS.**

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.

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:
 - Athletic Director
 - Administrative Conference
2. **24 Hour Policy:** Parents/Guardians must refrain from confronting or questioning coaches immediately following a game. Please notify Athletic Director of your concerns or questions.
3. It is important that all parties involved understand both positions. Therefore communication is an important part to the resolution process.

Inappropriate Behavior 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!



Handbook – Consent to Participate Form

The Parents/Guardians of the listed athlete have read the Handbook and will provide consent for their son/daughter to participate in athletics for the 2016-2017 school year. Both the parent/guardian and athlete agree to abide by all rules and regulations listed in the Wingate High School Athletic Handbook.

Please Print Athletes Name

Signature

Please Print Parent(s) Name

Signature

Student Travel Information	
Emergency Contact: _____	Emergency Number: _____
GIMC Chart #: _____	Hospital Preference: _____

Al Martinez

Al Martinez – Athletic Director

August 31, 2017

Date

ATTACHMENT A
 BUREAU OF INDIAN EDUCATION
 Authorization of administer prescribed/over the counter medication

Part I – TO BE COMPLETED BY THE PARENT /GUARDIAN

I hereby request and authorize designated and properly instructed school personnel to administer prescribed medication as directed by the prescribing physician or other duly licensed provider

(PART II). I certify that I have legal authority to consent to the administration of prescribed medication following the provider’s order. I understand additional prescriber / parent authorizations wwill be necessary for each medication to be administered and if the dosage of the medication is changed. If necessary, I authorize the designated school health care official to communicate with the prescriber or the student’s health care provider as allowed by HIPAA.

PART I

STUDENT NAME				
Student Name:			DOB:	Gender M F
Last	First	MI		
School:	Grade:	Year:	Height:	Weight:
List all medications, including over the counter medication(s):				
List any know drug allergies/ reactions:				
Parent / Guardian Signature:			Date:	
Contact Numbers:		Day:	Evening:	

PART II – TO BE COMPLETED BY THE PRESCRIBER

PLEASE USE A SEPARATE FORM FOR EACH MEDICATION	
Name of Medication:	Diagnosis:
Dosage:	Time / Frequency to be give:
Route of administration:	PRN (as needed): yes no IF PRN (symptoms)
Side effects:	
Begin Medication Date:	Stop Medication Date:
Special Instructions:	
<ul style="list-style-type: none"> • Refrigeration required ?: yes no Is medicine a controlled substance ?: yes no • Is this an emergency self carry / self administration medication ?: yes no • Has student been instructed in the proper self medication of medicine ?: yes no • Prescribers authorization for self carry / self admistration of emergency medication: 	
Signature:	Date:
Prescribers Name / Title:	Phone:
Address:	Fax:
Prescribers Signature:	Date:

PART III – TO BE COMPLETED BY School Nurse /other Duly Licensed Health Care Provider

Part I and II are completed: <input checked="" type="checkbox"/>	Medication label and prescriber order are consistent: <input checked="" type="checkbox"/>
Prescription medication is properly labeled by a pharmacist and within the expiration date: <input checked="" type="checkbox"/>	
Over the counter medication is in an original container with manufacture dosage label intact: <input checked="" type="checkbox"/>	
Prinicpal /Authorized School Personnel Signature:	Date:



TEAM CHECK OUT FORM – STUDENT ATHLETES

Team: _____

Date: _____

Coach: _____

Game: _____

Athlete	Dorm/ Day	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**Wingate High School
School Board
Certification**

At a duly called school board meeting on the 1st day of September, 2017; the school board approved and certified the Employee Handbook.

Motioned by:

Seconded by: _____

Vote; In favor _____

Opposed _____

School Board President: Noreen Kelly

Signature _____