

**Dzilth-Na-O-Dith-Hle
Community School**

Athletic Handbook



MUSTANG PRIDE

Dzilth-Na-O-Dith-Hle Community School
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PROGRAM EXPECTATIONS

The purpose of this handbook is to provide coaches, athletes and parents at Dzilth-Na-O-Dith-Hle Community School (DCS) an outline of school's philosophy, policies, responsibilities, and expectations.

***** It is important to note that the athletics program will act in accordance with the COVID protocols, if necessary.**

PHILOSOPHY

The DCS athletic program is a part of the overall educational process. As educators, coaches, athletes and parents, we view the playing field as an extension of the classroom. Accordingly, athletic teams should provide an avenue for all students to be challenged to learn skills and concepts such as sport specific skills, theory of the game, teamwork, sportsmanship, and commitment.

CODE OF ETHICS

All DCS administrators and coaches will subscribe to the following core values:

- Adhere to policies and procedures.
- Promote and take pride in the programs.
- Generate trust by being truthful and sincere.
- Be accountable in action and attitude.
- Lead by example.

GOALS AND OBJECTIVES

- All participants including players, coaches, administrators, board members, and parents shall provide a positive image of school athletics.
- To strive for excellence, produce quality teams, and nurture sportsmanship and personal growth for the student athlete.
- To provide an environment where students develop athletic and lifetime skills including, but not limited to:
 - Development of teamwork that encourages loyalty, cooperation, accountability, honesty, and commitment.
 - Leadership that stresses discipline, self-motivation, trust, excellence, and the ideal of good sportsmanship.
 - Emphasizing programs for the entire student body, faculty, & community that will generate a feeling of unity.
 - Providing an opportunity for achievement of individual goals as set by the participant.
 - Developing an appreciation for athletics that promotes lifelong participation and a healthy life-style.
 - Development of high standards of fairness and honesty.
 - Nurturing self-discipline, emotional maturity, and proper social behavior, while learning to make decisions under pressure.
 - Creating an environment that allows participants to reach full personal athletic potential, while achieving their personal goals and objectives.

GAMES

- The coach must have a school supplied medical kit and emergency medical forms for all players at all practices and games.
- All athletes will behave properly on all bus trips. Any incidents (safety, behavior, etc.) while traveling on team buses should be reported immediately to the athletic director.
- The coach is responsible for the supervision of all athletes at away games ensuring that all players are visible in the gym or on the fields with you. Do not allow them to roam around the buildings, school campus or neighborhoods. Remind them that they are representing DCS and to respect the hosting school's rules.
- It is **expected** that all athletes will travel to away games on the team bus. On occasions when a player must leave a game with a parent, the parent must sign the check-out sheet. In no case will a player leave a game with anyone other than his/her parent/legal guardian unless the coach received a note 24 HOURS prior to the activity/game from the athlete's parent/legal guardian allowing them to ride with someone else.
- If athletes are dorm students and are planning to be picked up by parent/guardians, they must notify the dorm and the athletic director.
- If games are on Thursdays, dorm students are required to return to campus on the bus. No sign-outs will be allowed due to school attendance on Fridays.
- It is expected that the coach will be the role model for sportsmanship and fair play.
- After all games the players will safely acknowledge opponents in a sportsmanlike manner.
- At away games/meets, the team should leave the playing area, gather up their belongings, and leave in a timely manner.
- Coaches and athletes must clean vehicles and return all equipment to their appropriate places.
- **When school is closed, games will be cancelled.**

PRACTICES

- Practices should be organized, instructional, and safe. All players should be equally involved in practices.
- Practices should be no longer than 1½ hours.
- Teams will not practice on Fridays, Saturdays, Sundays and/or Thursdays (*only when there is no school on Fridays*).
- The coach will not enter into any agreement to play games/tournaments outside of the regular schedule without prior approval of the Athletic Director.
- The coach will decide on a practice schedule (*with the approval of the Athletic Director*) and will stay consistent with it.
Coaches are expected to stay at the school until all players have gone home. We will not leave students unattended.

However, we do not expect coaches to “baby-sit.” If athletes are not picked-up within 15 minutes of practice, parents will be contacted and/or taken to the dorm to be picked up.

- If practice times must be changed or cancelled, due to inclement weather or cancellation of games, students and parents should be informed via phone call, school Facebook, etc.

PRESEASON

- Athletic Director will schedule a mandatory meeting for parents/guardians to explain athletic policies, rules and expectations.
- Coaches will schedule a mandatory meeting for students to review practice and game schedules.
- Athletic Director will provide roster to the front office which includes player’s names and numbers.
- Athletic Director will verify that all players have turned in a signed Interscholastic Sports/Athletic Participation and Physical Form. Coaches must keep a copy of this information when traveling.
- Coaches/Athletic Director will verify Academic eligibility.
- If a coach chooses to have someone volunteer as an assistant coach (parents, friend, etc.), this individual must request in writing a letter of interest and must be approved by the administration and have a background check clearance before they begin.

PLAYING TIME, SPECTATOR AND ATHLETE RESPONSIBILITY

All PLAYERS will play in every game; we do not mandate that every player get equal time. There are situations which may influence playing time. For example:

- Attitude, behavior, commitment will influence playing time.
- Eligibility: If a student has a failing average in any class, he/she will not be allowed to practice or play until a passing grade is attained.
- Attendance: If a player has an unexcused absence, he/she will not play on game day but may be in attendance to support the team.
- In School Suspensions (ISS): If an athlete is under school suspension he/she may not attend any practice or game during the suspension period.
- Out of School Suspension (OSS): The athlete will be dismissed for the remainder of the season of that sport.
- The Four Corners Jr. High League sets the schedule and the Athletic Director will communicate any changes with the coaches, athletes, parents and school staff.

EXPECTATIONS

- All players who meet school and team requirements concerning attendance, grades, etc. will play in every game.
- Coaches will enforce league and school athletic rules.
- Coaches will prepare teams to play their best. Winning is always more fun than losing, but in no case will DCS teams adopt a “win at any cost attitude.” As coaches, we are here to teach the students, not to improve our own win/loss records.

RESPONSIBILITIES

- Look out for the physical and emotional well-being of athletes during practice, games, traveling, etc.
- Coaches must report/document all matters involving injury, disciplinary problems, incident or disputes to the athletic director immediately.
- Any injuries/illness that needed medical/doctors attention, the athlete will need to bring in a doctor release statement for them to continue to practice/play.
- Teach the skills of the game, the theory of the game, and fair play.
- Support school policies regarding attendance and playing time.
- Keep track of attendance at games and practices.
- Coaches need to turn in a season summary: roster, attendance, schedule, memos to the Human Resource.

STYLES

- Berating or humiliating players will not be tolerated.
- Consistency in praise and constructive criticism is expected.
- Foul language/profanity will not be tolerated.
- Patience during the learning process is expected.
- Ability to communicate skills and ideas is expected.

TEAM COMPOSITION

The issues which influence the make-up of teams are:

- Number of boys or girls interested in a particular sport.
- The number of students from grades 3rd – 6th for JV & 7th – 8th for Varsity. The availability of opposing teams to play at the appropriate level.
- Cross Country: JV 3rd – 6th Grades; Varsity 7th – 8th Grade
- Volleyball: JV 3rd – 6th Grades; Varsity 7th – 8th Grades
- Flag Football: 6th – 8th Grades
- Basketball: JV 3rd – 6th Grades; Varsity 7th – 8th Grades

- Softball: 5th – 8th Grades
- Baseball: 5th – 8th Grades
- The **COMMITMENT** of the pool of players (*i.e., those who do it for purely social reasons, versus those who really want to work at a particular sport and hope to play in high school.*)

SPORTSMANSHIP FOR STUDENTS AND SPECTATORS

Students and spectators should:

- Realize they represent the school as a member of the team with an obligation to encourage practice of good sportsmanship by others.
- Recognize that good sportsmanship is more important than victory, for example, by recognizing and applauding individual skill, sportsmanship, and fair play exhibited by all teams.
- Remember that the primary purpose of school athletics is to promote physical, mental, social, and emotional well-being of the players through competition.
- Be modest in victory and gracious in defeat.
- **Refrain from any negative comments or outbursts by athletes/parent(s) during meetings, games and on any social media platforms. Athletes will be subjected to removal from the team. Parent/Guardian will be removed from the game by the Athletic Director/Security.**
- Refrain from wearing disrespectful and/or unsportsmanlike clothing and/or signs to any school sponsored games. Parents / Guardians / Visitors need to respect school policy and procedure while on campus.

COACH, ATHLETIC DIRECTOR AND VOLUNTEER RESPONSIBILITY

ATHLETIC DIRECTOR RESPONSIBILITIES

- Attend mandatory league meetings.
- Communicate and collaborate with Human Resources in hiring coaches.
- Provide necessary information to Principal, coaches and front office staff.
- Train and update coaches in rule changes and coaching strategies.
- Provide necessary documentation for reporting purposes.
- Forwarding league schedules to front office, parents, athletes, coaches, and principal.
- Holding a mandatory parent, athlete, and coaches meetings prior to the beginning of each sports season.
- The Four Corners Jr. High League sets the schedule and the Athletic Director will communicate any changes with the coaches, athletes, parents and school staff.

ATTENDANCE AT GAMES AND PRACTICES

All coaches should review policy regarding attendance at games and practices.

- An athlete must provide an excuse from a parent/guardian for any missed practice/game. This note must be submitted to the coach/receptionist when the athlete attends the next team event.
- If a player has an unexcused absence, he/she will not play on game day.
- If a player misses classes for the whole day, then he/she will not practice on that day.
- Three unexcused practices/games will result in dismissal from the team.
- The following are considered excused absences: medical, funeral, traditional ceremonies and school related reasons (such as tutoring, test, field trips, etc.).

These policies are not in place to penalize those players who are involved in a lot of activities, but rather to reward those student athletes who work hard and are reliable and responsible.

COACHING

Adults who coach in youth and school programs do so for a variety of reasons and have a variety of styles. As a school athletic program we have expectations and coaching qualities that should be in place for a successful season.

CODE OF CONDUCT FOR COACHES

A coach at DCS accepts certain obligations and responsibilities to the players, fellow coaches, and to the game each coach directs. Coaches must assume all of their responsibilities with honor and dignity.

- The coach should lead by example and display the highest ethical and moral conduct with the athlete, sports officials, athletic directors, school administrators, media, and the public.
- Coaches shall actively promote good sportsmanship of spectators by working closely with administrators.
- The coach shall greet opposing team coaches before and after each game.
- The coach shall see that every injured athlete is given immediate medical attention.
- The coach shall remember their first priority is to educate a student through participation in athletics.
- The coach shall know the game rules and relay to team members.
- The coach shall be sure that every participant fulfills all the rules and regulations for eligibility.
- The coach shall inspire every student to achieve the highest academic success possible.
- The coach shall work in harmony with the entire interscholastic program of the school.
- The coach shall take an active role in the prevention of alcohol, tobacco, and other drug abuse while stressing the importance of a healthy lifestyle.
- The coach shall discipline athletes who display unacceptable behavior.
- To avoid unfavorable criticism of other coaches and school officials, except when formally presented to the proper authorities.

VOLUNTEER/ HELPERS

As the coach, you may have an interested individual offer to help you coach a team. If you want this person to help, he/she must request in writing a letter of interest and be approved by the Athletic Director & Administrator(s). A background check may be required.

The volunteer/helper's role is limited to:

- Helping with administrative tasks: attendance, uniform record keeping, keeping track of notes for missed practice, keeping the score book at games, etc.
- Assisting with the setting up and running of drills at practice.
- Helping with bench control and player rotations at games.

The volunteer /helpers are not allowed to:

- Be alone with the team or individual players. Accordingly, a volunteer may not conduct practices or coach home or away games without the coach or a person designated by the school administration in attendance.
- The volunteer is not responsible for any disciplinary matters that involve student or parents.
- The volunteer will not get into any altercations with other coaches, players, officials, or parents.
- Student safety as regards to their physical development.

DZILTH-NA-O-DITH-HLE COMMUNITY SCHOOL
ATHLETIC PARTICIPATION CONTRACT
 FOR ATHLETES, PARENTS, & COACHES



SPORT SEASON: _____ **SY:** _____

This document contains information about the DCS athletic program. Prior to participation in any of the school athletic programs you must read, sign, and return this document to the Athletic Director. There will be notices about sport sign ups prior to the beginning of practice. The Four Corners Jr. High League sets the schedule, and the Athletic Director will communicate any changes with the coaches, athletes, parents and school staff.

STUDENT RESPONSIBILITY:

- Must submit all required form prior to joining a sport: medical/physical form, parent permission slip, and Athletic Participation Contract signed by a parent/guardian.
- Once practice begins, students may not join any team outside DCS.
- Transfer to the school (can sign up after practices begin). **A transferred student must have attended 5 practices prior to participating in any team events.**
- Must have a note from a parent/guardian/physician for any missed practice(s), and to be submitted to their coach when the athlete attends the next team event.
- Three unexcused practices/games will result in dismissal from the team.
- Absence due to illness/injury must receive a medical release from a licensed physician to participate in practice or games.
- Must complete grade check forms tri-weekly and turn in. Failing any course, athlete is ineligible to participate & play until grade is brought up to a passing grade.
- Uniforms are given at the beginning of each season. If an athlete forgets all or any part of the uniform for a game, they will not be issued a second uniform and may not participate in that game.
- Uniforms must be returned immediately after the last game of EACH season. If a uniform is not turned in/paid for, the athlete may not participate in any school activities until the matter is resolved.

PARENT/GUARDIAN RESPONSIBILITIES:

- Must sign all required form prior to joining a sport: medical/physical form, parent permission slip, and Athletic Participation Contract
- Must pick up their child within 15 minutes after the end of practice/game. Failure to pick-up your child in a timely manner could result in student athlete's dismissal from the team. After an hour, law enforcement will be notified.
- **MUST** have two working phone numbers on file with the coaches in case of emergencies.
- Praise their child for competing fairly and trying hard, and make the child feel like a winner every time.
- Refrain and/or prohibited from making any negative comments, ridicules or outbursts during meetings, games and on any social media platforms. Athletes will be subjected to removal from the team. Parent/Guardian will be removed/escorted out and from the game.
- Set a positive image and attitude: engaging in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting; refusing to shake hand; or using profane language or gestures set a negative image for the athlete and school.
- Discuss any concerns until **AFTER THE GAME**, instead of confronting the coaches during the game.
- Please respect the officials and their authority during all games.
- Please refrain from wearing disrespectful and/or unsportsmanlike clothing and/or signs/posters to any school sponsored games.

Parent/Guardian, Athlete, and Coach will review the DCS Mustang Athletic Policy and will adhere to and uphold all obligations. Any issues and/or concerns, initial step is to communicate with the coach and if not resolved, communicate/write concerns to the Athletic Director.

We hereby acknowledge and agree to the contract we are signing:

Athlete: _____
Print Name *Signature* *Date*

Parent/Guardian: _____
Print Name *Signature* *Date*

Contact Information: Two reliable contact numbers are required.

Name: _____ Relation: _____ Phone Number: _____

Name: _____ Relation: _____ Phone Number: _____

DZILTH-NA-O-DITH-HLE COMMUNITY SCHOOL
ROSTER / UNIFORM SIGN – OUT SHEET



COACH: _____ SPORT: _____ Date: _____

ATHLETE NAME	GRADE	JERSEY #	√ OUT	√ IN
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

DZILTH-NA-O-DITH-HLE COMMUNITY SCHOOL
STUDENT-ATHLETE SIGN OUT SHEET



PARENT / LEGAL GUARDIAN ONLY

COACH: _____ SPORT: _____

LOCATION: _____ DATE: _____

ATHLETE NAME	TIME	SIGNATURE OF PARENT/GUARDIAN
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

GRADE CHECK FORM



Student Name: _____ **Grade:** _____ **Date:** _____

Coach: _____ **Sport:** (Circle) Volleyball Cross Country Basketball Softball Baseball

Requested by: ___ Student ___ Parent ___ Teacher ___ Counselor ___ Principal ___ Coach/Athletic Director

	Class / Teacher	Letter Grade	Attendance	Behavior	Teacher Comment	Teacher Initials
1.						
2.						
3.						
4.						
5.						
6.						

Participation Status:(Circle) Eligible / Not Eligible **Signature:** _____ Coach / AD

GRADE CHECK FORM



Student Name: _____ **Grade:** _____ **Date:** _____

Coach: _____ **Sport:** (Circle) Volleyball Cross Country Basketball Softball Baseball

Requested by: ___ Student ___ Parent ___ Teacher ___ Counselor ___ Principal ___ Coach/Athletic Director

	Class / Teacher	Letter Grade	Attendance	Behavior	Teacher Comment	Teacher Initials
1.						
2.						
3.						
4.						
5.						
6.						

Participation Status:(Circle) Eligible / Not Eligible **Signature:** _____ Coach / AD