



EL CAMINO REAL ACADEMY

Athletic Department Handbook

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Introduction:

This manual is designed to be a guide for students, parents, coaches, administrators, and all other school personnel of El Camino Real Academy (ECRA). Athletics and Activities make a significant contribution to the total education of the students at ECRA. The content of this handbook will assist in the direction of the Athletic and Activities programs and in the clarification of guidelines and practices of these activities.

This handbook is not intended to be all-inclusive; however, policies and procedures given here will be followed completely. It is the belief of this administration that participation in athletics and other activities means more than competition between individuals or teams representing different schools. It teaches teamwork, work ethic, fair play, sportsmanship, and other character values. The actions of an athlete, student, coach, or parent are closely observed in many areas of life; it is important that their actions be above reproach.

Mission Statement:

El Camino Real Academy is committed to excellence in academics and athletics. We are dedicated to adhering to the rules of competition and sportsmanship, and to meeting the needs and interests of the students of the ECRA community.

We understand that participation in athletics is a privilege. We gladly accept our responsibility to be role models, to exercise self-discipline, and to be hardworking, prepared, persevering, and fair and team oriented individuals. We will give our best effort in all that we do for ourselves and for our team. We will win or lose with sportsmanship and strive through athletic participation to bring pride and respect to our community, school, sport, athletes, adversaries, and ourselves.

General Guidelines:

- A. Students are subject to the general laws of the community and state.
- B. Students, by participating in interscholastic sports and activities, agree to abide by and be subject to the athletic and extracurricular activities regulations of ECRA and the ACSL (Albuquerque Charter School League).
- C. It is the responsibility of the student and his or her parent(s) or court appointed guardian(s) and all ECRA personnel to understand and comply with all rules and regulations. The word “parent(s)” refers to parent(s) who have legal custody of the student. The phrase “**court appointed legal guardian(s)**” refers to a person who has been appointed by a court of competent jurisdiction.
- D. It is understood that it is impossible to have a regulation or guideline for every possible circumstance. Students and student athletes and parent(s) or court appointed legal guardian(s) should use discretionary judgment in dealing with individual situations not covered by this Athletic and Activities Handbook or within the confines of the ACLS or ECRA.
- E. These guidelines shall not supersede federal, state, ACLS, or ECRA’s statutes, rules, or regulations.
- F. **Equal Opportunity:** It is the expressed policy and purpose of ECRA to provide educational and employment opportunities without regard to race, color, creed, sex, ethnicity, national origin, religion, age, ancestry, disability, or any other prohibited basis, in conformity with laws of the United States and the State of New Mexico.

Legal Authority:

- A. Governance- Interscholastic Activities are governed by the rules and regulations of the Albuquerque Charter School League (ACSL) and El Camino Real Academy (ECRA).

- B. Albuquerque Charter School League- was created to oversee the regulation, organization and promotion of its member schools interscholastic athletic programs. The ACSL provides opportunities for student/athletes to compete at a high level and uses that competition to teach the fundamental values of teamwork, discipline, respect, and sportsmanship. The ACSL is committed to the education of youth for a better tomorrow and will work in partnership with local communities to establish and maintain school interscholastic athletic programs (ACSL Handbook).

- C. Administration of Athletics- The athletic director or her/his designee, and the secondary school principal are responsible to ECRA and ACSL for all matters pertaining to the administration of all interscholastic activities.

Sports Provided:

1. ECRA tries to provide multiple sport opportunities to all students. These opportunities however may be limited or change without prior notice due to lack of ACSL approved coaches or ECRA athletic funding.
2. It should also be noted a team may be fielded in less than full capacity due to athlete suspensions. At ECRA we hold character and good representation of the school before any athlete's participation in athletics or activities.
3. Fall Sports as of 3/1/2016
 - HS Co-ed Soccer
 - HS Co-ed Flag Football
 - MS Co-ed Flag Football
 - MS Boys Basketball
 - MS Girls Basketball
4. Winter Sports as of 3/1/2016
 - HS Boys Basketball
 - HS Girls Basketball
5. Spring Sports as of 3/1/2016
 - MS Co-ed Soccer

Eligibility:

According to the ACSL Handbook:

- a. Section 1 In order to participate in the athletic program each student must be registered with the school they represent. A student who turns 19 years of age after August 31 of the current school year is eligible for the entire school year. A student who is 19 years of age or older prior to September 1 is ineligible. A student cannot be older than 19 to participate.
- b. SECTION 2 Students may petition the league to play for another school **only if their school does not have a team**. Their school must be a member of the league. Athletic Director must send an email to the League Commissioner stating the reasons why this student should be allowed to play for your school. You must include the students age, grade, and school they attend.
- c. SECTION 3 In order to participate in the athletic program each student **must have a physical**. This must be completed before a student is allowed to practice. The form should remain on file with the school athletic director. If a parent **chooses to waive the physical** the school must have that waiver form on file. Every student must have an equal opportunity to participate and play for the school athletic program, unless health or injury prevents it. The ACSL does not discriminate or preclude students from participating based upon disabilities defined by the Americans with Disabilities Act (ADA).
- d. SECTION 4 The board endorses eligibility requirements as a condition for participation in extracurricular activities. The league requires that students must maintain a **2.0 grade point average** in both academics and citizenship while enrolled in a minimum of four subjects for the six or nine week grading period immediately preceding participation. There may be exceptions for special education students.
- e. SECTION 5 Students **must attend school on the day of a game** to be eligible to participate in any ACSL contest, other than exceptional circumstances approved by the principal.

- f. SECTION 6 School principal, athletic director, and coach are responsible for the eligibility of their participants. During all league contests coaches are on their honor to assure each team member is eligible. Failure to do so, by a coach, may result in probation or suspension from coaching in the ACSL.

According to ECRA Policies (in addition to league rules):

a. Team Selection

- i. Team selection is based solely on the coach's decisions.
- ii. Coaches should select their teams providing all with an opportunity to participate without compromising the integrity of their sport.

b. Academic Policies

- i. Student athletes are held to high standards at ECRA. All athletes must maintain a **2.5 GPA** overall to be eligible for ECRA sports .
- ii. No student may have two Fs or failing grades and be eligible.
- iii. Coaches will get clearance notices from teachers when a student's academic eligibility is in question.

c. Suspension from Athletics and Activities

- i. ECRA believes its athletes are representatives of the school both in the classroom and in the community. They are held to a high standard as visible ambassadors of the school. It is with thinking we provide the following procedure on suspensions:
 - 1. Students who **receive a referral** during a game week will serve a half or full game suspension (decision is made by the athletic director and the respective coach). **However, the athlete will still be required to come to practice.**
 - 2. Students who miss one practice may receive a game suspension at the coach's discretion. Any anticipated

absences from a practice should be discussed with the appropriate coach.

3. Any student who misses two consecutive practices will receive a one game suspension from the athletic department. Exceptions may occur; however, these exceptions must be approved by the principal or athletic director.
4. Athletes may receive a suspension or removal from the team for conduct unbecoming of the mission and goals of the athletic program. Please refer to the code of conduct section.

ii. Dismissal from the Team

1. If an athlete is dismissed from the team for **disciplinary reasons or quits, during the season, the athlete will not be eligible to play any other sport until the sport is completed for which they were a team member.**
2. **Athletes who quit a team will not be allowed back on to a team during a season.** Exceptions will only be made through a **written apology and meeting with the principal, respective coach, and the athletic director. If such a meeting occurs, the athlete will be on probation for the rest of the season.**
 - a. Probationary period: Athlete may be removed from the team for any infraction.

Coaches:

A. According to the ASCL Handbook:

SECTION 1 QUALIFICATIONS: All ACSL coaches must have a background check before being hired. The head coach must be at least twenty-one years of age and must be responsible for the program and team. Assistants to the head coach are the head coach's responsibility and should be secured by the head coach, keeping in mind the qualifications for all ACSL coaches.

SECTION 2 MEETINGS: Mandatory that the head coach attends all league meetings for their sport. Dates will be announced. Failure to attend means your school will be dropped from that sport for the season. Coaches will schedule games and receive information pertaining to rule changes and league responsibilities.

SECTION 3 SUPERVISION: It is required that every ACSL team be accompanied to all competitions by a coach or assistant coach, who shall be responsible for the teams conduct, including team members and spectators. The absence of the coach or assistant coach will result in a forfeit. Lack of supervision and/or unsportsmanlike conduct by the coach, players, or spectators will make the team liable to forfeit or suspension.

SECTION 4 RULES: Any coach who does not enforce ACSL rules for soccer and flag-football which are exceptions to the National Federation of State High School Association rules, for his/her team shall be liable to suspension.

SECTION 5 TEAMS: Varsity 9-12 grade, Junior Varsity 9-10 grade, Mid School 6-8 grade.

SECTION 6 UNIFORMS: All players' must have **matching jerseys and shorts**. All players' uniforms must have a **legal number on the front and back** that is easily visible and matches the team roster. Undershirts or bicycle shorts worn under the uniform must be the same color as the

body of the uniform. Athletic shoes are required. No hats, bandannas or dew rags are allowed. No jewelry or piercings of any kind are allowed.

SECTION 7 HEAD TRAUMA POLICIES:

A coach shall not allow a student athlete to participate in a school athletic activity on the same day that the student athlete:

1. Exhibits signs, symptoms or behaviors consistent with a brain injury after a coach, a school official or a student athlete reports, observes or suspects that a student athlete exhibiting these signs, symptoms or behaviors has sustained a brain injury; or
2. Has been diagnosed with a brain injury.

A coach may allow a student athlete who has been prohibited from participating in a school athletic activity pursuant to Subsection A of this section to participate in a school activity no sooner than one week after a student athlete has received a brain injury and only after the student athlete:

1. No longer exhibits any sign, symptom or behavior consistent with a brain injury.
2. Receives a medical release from a licensed health care professional.

B. According to ECRA Policies (in addition to league rules):

-Coaches will try to provide a schedule for practices as soon as they receive the league schedule. This helps parents schedule for afternoon pickups.

-Practices are to be organized by the head coach and require either themselves or the assistant coach to be present.

- RECOMMENDED COACHING PRACTICES

The commitment of the ECRA Athletic Department is to produce the safest environment possible for the student-athlete. In order to reach this objective, we have defined these duties:

A. Properly plan the activities for the athletes participating under the coaches' supervision.

1. Develop a season plan using progressions appropriate for the athletes' skill levels.
2. Assess players to determine their physical capacity, strength, and endurance.
3. Develop and maintain written practice plans.
4. Adapt plans to meet individual needs.
5. Don't deviate from plans without good cause.
6. Keep records of your planning and assessments.

B. Provide proper instruction. A coach has a duty to teach skills correctly, sequentially, and thoroughly.

1. Attend clinics and keep abreast of current instructional standards for the sport.
2. Teach skills, strategies, and rules in accordance with accepted standards and methods for the sport.
3. Make instructions clear, consistent, and complete.
4. Head Coaches have the responsibility for supervising and instructing their staff members.

C. Provide a safe, physical environment by inspecting the school facilities that are used by your athletes.

1. Develop a procedure for inspecting facilities and equipment used in the sport.
2. Note, report, and remedy hazardous conditions through implementation of regular inspections.
3. Give precise rules for using facilities safely.

D. Provide safe, adequate, and properly maintained equipment and explain its proper use.

1. Teach athletes how to fit, use, and inspect their equipment.
2. Inspect equipment on a regular basis.
3. Allow only qualified people to fit, install, adjust, or repair equipment.
4. Warn players of potentially hazardous equipment. Give verbal and written instructions on how to properly use the equipment.
5. Be aware of changes in equipment standards.

E. Match athletes so they are not placed in situations where they are at a huge physical disadvantage.

1. Because of extensive discrepancies between athletes in size, strength, maturity, skill, experience, and age; do not place athletes in a situation where the risk of injury is increased.
2. Enforce ACSL and ECRA eligibility rules. They are intended to provide equitable competition.
3. Modify the drill or practice structure to address mismatches in ability, strength, and skill levels.
4. Be especially alert to mismatches between genders, athletes recovering from injuries, and for athletes with disabilities who may require modifications for their activity.

F. Evaluate athletes for injury or incapacity to participate, to insure that they are in satisfactory health to participate in athletics.

1. Follow the procedures for participation as established by the ECRA Athletic Department.
2. Do not allow athletes to participate in any activity until he or she has been cleared to participate by a physician.
3. Use extraordinary judgment in identifying athletes who are injured or ill and should not participate.

G. Supervise the activity closely. The extent of supervision is dependent upon the nature of the activity, contact or non-contact; the age, capacity, experience, number of participants; and their skill levels.

1. Classification of proper supervision:

a. General Supervision

- 1) Required for low-risk activities – little or no physical activity.
- 2) Required to be in the area of the activity to see and hear what is happening.
- 3) Required for preparation areas to include locker rooms and playing facilities both before and after an event.
- 4) Normally an observational duty as opposed to a hands-on duty.

b. Specific Supervision

- 1) Direct supervision at the immediate location of the activity.
- 2) Should have a direct/close proximity to the participants.
- 3) The more inherent danger of the sport, the more specific the supervision.
- 4) Used for high-risk activities.

2. Fulfilling the duty

- a. Always provide general supervision for all facilities and activities being used by the team.
- b. Provide specific supervision when teaching new skills and when the risk of injury increases.
- c. Anticipate dangerous situations and be positioned to prevent them from occurring.
- d. Use posters and signs to support but not replace supervision.
- e. Do not condone reckless or overly aggressive behavior that threatens the safety of the athletes or their opponents.
- g. Warn of inherent risks by providing proper instruction regarding the safety of the sport. Athletes must know, understand, and appreciate the risks inherent to the sport.
 - 1. Warn the athletes of the inherent risks.
 - 2. Use written notices, releases, videos, and repeated verbal warnings to make certain the athletes understand and are mindful of the risk.
- h. Provide or secure appropriate emergency assistance.
 - 1. Protect the injured athlete from further harm.
 - 2. Provide appropriate first aid.
 - 3. Call 911 if necessary.
 - 4. Contact parent or court appointed legal guardian and notify the school Athletic Coordinator.
 - 5. Complete and submit Accident & Illness Report to the school nurse with copies to AC and the Business

Office. The Accident and Illness Report can be obtained through the Athletic Department.

Code of Conduct:

According to the ACSL Handbook:

SECTION 1 Any player, coach or spectator ejected from any contest sponsored by the ACSL for assaulting physically any player, coach, spectator or official, will be automatically suspended. The suspended person must appeal to the ACSL board within ten days to seek reinstatement. The decision of the board is FINAL. If suspension happens during a playoff or tournament game no appeal is granted.

SECTION 2 Any player or coach who is ejected from any contest sponsored by the ACSL for any reason other than stated in Section 1, shall be suspended for one week. Being suspended includes not attending any ACSL sponsored practice or contest for the time the suspension is in effect.

SECTION 3 Any player or coach who receives three technical fouls in a season, can no longer play or coach that sport for the remainder of the season.

SECTION 4 Zero tolerance for fan, spectator abuse or misbehavior. Spectators shall not commit unsportsmanlike acts, such as using language that is abusive, vulgar, or obscene. Do not confront officials concerning calls. It is your responsibility to exhibit good sportsmanship at all ACSL games. Fans that fail at this will be asked to leave the game and may not (depending on the circumstance) be allowed back at any remaining games during the season. No appeals will be granted for an ejection from a game.

SECTION 5 TOBACCO, ALCOHOL, and DRUGS: Use of these substances by anyone will not be tolerated. Any coach, student-athlete or spectator in violation of the substance abuse policy while on school

grounds, or at a school-sponsored event will be subject to the enforcement of the league. The purchasing, consumption, possession, transportation, or distribution is unacceptable behavior for any coach, student or spectator during an ACSL game.

1st Offense: Non-compliance will result in dismissal for the remainder of that sport season, including post-season contests. In the event of such a dismissal, the coach or student-athlete will be encouraged to participate in a substance abuse counseling program.

2nd Offense: If a 2nd offense were to occur within the same school year, the coach or student-athlete would not be permitted to participate in any interscholastic athletic activity for a year from the date of the offense. The coach or student-athlete will be required to participate in a school approved substance abuse program.

SECTION 6 GANG ACTIVITY: Zero tolerance for gang activity. Any flashing of gang signs, anyone caught tagging or yelling a gang affiliation or taunting will be dealt with accordingly.

1st Offense: Non-compliance will result in dismissal for the remainder of that sport season, including post-season contests.

2nd Offense: If a 2nd offense were to occur within the same school year, the student-athlete would not be permitted to participate in any interscholastic athletic activity for a year from the date of the offense.

SECTION 7 Depending on any of the circumstances stated in sections 1-6 of Article VIII, law enforcement may be brought in and charges could be filed.

SECTION 8 Teams dropping out: If any team drops out of the league or is suspended from competition, the score of all games played will

stand. Should a team drop out once the schedule has been set, all remaining games will be dropped from the schedule.

According to ECRA Policies (in addition to league rules):

The ECRA Athletic and Activities Code of Conduct guidelines designate expectations for students participating in extra-curricular activities such as athletics, other school sponsored performances and/or competitions.

In addition to the behavioral expectations detailed in ECRA student handbook, extra-curricular activity participants are expected to follow specific behavioral and eligibility guidelines included within the ECRA Athletic and Activities Code. The conduct expectations set out in the code are applicable to and binding upon each student during the season a student is a member of an extra-curricular activity or an athletic team. Disciplinary actions under this code shall be imposed on the basis of the best interests of the team, group and school and the best educational interests of the student to be disciplined.

- A. The use or possession of alcohol, illegal drugs, steroids, or tobacco products is prohibited.
- B. Committing criminal or delinquent acts is prohibited.
- C. The use or possession of illegal supplements and/or performance enhancing drugs is prohibited.
- D. The use or possession of medical drugs whether prescribed to the student or not is prohibited unless possession meets guidelines in Student and Family Handbook.
- E. All forms of bullying including harassment, hazing, cyber bullying and cyber stalking are prohibited.
- F. The student will not attempt to circumvent any rules or guidelines of the ASCL or ECRA and will at all times maintain **high standards of conduct** as an ECRA student and as a citizen.

Protest or Grievances:

According to the ACSL Handbook:

SECTION 1 Protest must be submitted in writing to the League Commissioner within forty-eight hours after the completion of the contest. If submitted by mail, the protest must be postmarked within the forty-eight hour period. A one hundred dollar deposit, from the school or association, must accompany the written protest. If the ACSL board judges in favor of the protest, the one hundred dollars will be returned. If the ACSL board judges against the protest, the one hundred dollars will be retained by the ACSL.

SECTION 2 The protest may be submitted only by the coach and must be signed by the school athletic director/principal. The one submitting the protest must, in the original letter, enumerate all the grounds on which they are basing their protest and indicate all the facts and information they have to support their claim. Decision will be given only on the grounds mentioned in the letter.

SECTION 3 When a protest is received, the officials and opposing team will be immediately informed and will have forty-eight hours in which to submit a report.

SECTION 4 By the very fact of submitting a protest, the protesting group agrees to abide by the decision of the ACSL board.

According to ECRA Policies (in addition to league rules):

STEP 1: The first step is for parents to communicate with the coach. In the case of a grievance parents should present their concerns to the coach at a pre-arranged meeting. It is not appropriate to communicate concerns on the phone, email, or before or after games/practices. ECRA supports in face meetings so tones, meanings, and words are not misunderstood. In addition, before or after games and practices is not acceptable since these situations can be emotionally charged.

STEP 2: The second step is for parents to meet with the athletic director if unsatisfied by the coaches meeting. The athletic director will follow up with the coach and, if necessary, inform the administration.

STEP 3: If the parent is not satisfied with the actions of the athletic director the final step is to set-up a meeting with the schools administration.

This system is setup to address parent concerns in a fair and professional manner.