

***MORA INDEPENDENT
SCHOOLS
ATHLETIC CODE OF
CONDUCT***



MORA ATHLETICS INSTILLS:

CHARACTER

DISCIPLINE

SPORTSMANSHIP

Through a competitive program

PREFACE

The athletic program of the Mora Independent Schools is under the direct auspices of the New Mexico Activities Association (NMAA) and the Mora Board of Education. The NMAA is empowered by the Public Education Department to supervise and regulate all interscholastic athletic activities in the state of New Mexico. Mora High School provides teams for interscholastic competition in each of the following sports:

BOYS

Cross Country
Baseball
Basketball
Track

GIRLS

Cross Country
Basketball
Volleyball
Track
Cheerleading
Softball

Mora Middle School athletic programs provide teams for interscholastic competition in each of the following sports:

BOYS

Cross Country
Basketball
Baseball

GIRLS

Volleyball
Cross Country
Basketball
Softball
Cheerleading

This publication is primarily designed to assist coaches, school administrators, and advisors with the every-day implementation of the Mora Independent Schools athletic program. The booklet contains rules, regulations, and policies that have been established by the NMAA and our own school athletic policies. Coaches and administrators are expected to be knowledgeable of these procedures/policies and to consistently apply them throughout our athletic program. Coaches are asked to review all pertinent rules, regulations, and policies with the students in their respective programs. If, after reading and studying its contents, any questions regarding any rule, policy, procedure, etc., still persist, such questions should be directed to the Athletic Coordinator's or Athletic Director's Office.

MORA INDEPENDENT SCHOOLS ATHLETIC PHILOSOPHY

The Athletic Program of the Mora Independent Schools is a vital part of the educational system. Its primary purpose is to assist students in growing and maturing into responsible members of the school community. As participants in activities, students are, and will continue to be an important part of school life. This belief has resulted in the establishment of certain standards for students. These include standards of behavior in the area of school attendance, academic achievement and proper conduct. As athletic activities are an integral part of our school curriculum, it is the goal of the Mora Independent School District to offer a program of extra-curricular activities that provides opportunities for students to learn skills, good sportsmanship, the importance of teamwork, and the importance of motivation and goals. We further believe that participants must recognize the value of good physical health and conditioning and the role they play in competition/participation. As a member school of the New Mexico Activities Association, our athletic program emphasizes the teaching of morals, character and the American system of achievement.

24 HOUR RULE:

Athlete & Parent concerns that arise after a competition will be addressed after a 24-hour period. This will allow the coach, the athlete and the parent time to cool down thus allowing for better communication. After the 24 hour period, the athlete may then meet with the coach. Any discussion will be held between the athlete and coach(s) first and foremost. If unresolved; athlete and coach will meet with the athletic director. Should issue still be unresolved a meeting with athlete, coach, parent and superintendent (AD) will be scheduled. When these meetings are conducted it should be understood that it will only be held to discuss issues with their child and no other student/athlete at the school.

GOALS OF THE MORA INDEPENDENT SCHOOLS ATHLETIC DEPARTMENT:

The goals of the athletic department are to provide and teach each participant the following:

1. A feeling of positive self-worth and self-discipline.
2. An opportunity to develop the participant's full physical, mental, and emotional potential.
3. An opportunity to compete with and against others in preparation for a competitive society.
4. A sense of responsibility to his/her coach, team, sport, athletic program, school, and community.
5. A standard of values, ethics, and morals which demonstrate sportsmanship and positive representation of self, team, school, and community.
6. The athletic department, through its athletic director, athletic coordinator and coaches will strive to promote goodwill for Mora High School by hosting an invitational tournament.

ATHLETIC POLICIES

RULES FOR ATHLETES OR PARTICIPANTS:

1. Each coach shall develop his/her own rules for their teams and shall review them in a team meeting and send a copy home with team members. The coaches are responsible for ensuring that team rules are not in conflict with NMAA rules, district board policy, and the student handbook. Coaches will turn in a copy of the rules to Athletic Director before the beginning of their respective season. Athletes will have a signed copy—parent/guardian and athlete turned in to coach prior to first contest.
2. Coaches may require a G.P.A. higher than a 2.00 for participation. Coaches are encouraged to set a higher standard for their athletes.
3. Team discipline and good conduct shall be demonstrated at all contests and practices---home and away.
4. District school bus rules and regulations shall be in effect at all times while students are en route to and from contests.
5. Busses are to be left clean after each trip.
6. Athletes are expected to help take care of all athletic equipment and supplies for their respective sports.
7. Athletes shall be responsible for equipment issued to them and for payment of lost equipment (including uniforms).
8. Athletes are expected to comply with the school drug policy at all times. Students who violate this policy shall be suspended from participation in extra-curricular activities for the remainder of the sport or semester, whichever term is longer.
9. Athletes are expected to be well-groomed for all home and away contests.

10. Athletes who are ejected from a contest for unsportsmanlike conduct will be required to sit out the next contest (they may not suit out or sit on the bench and will be required to pay admission if they wish to attend the contest).
11. Penalties or suspensions for infractions of rules and regulations shall be at the discretion of respective coaches, except as otherwise enumerated in this handbook.
12. All rules and expectations will be covered with parents and athletes at a parent meeting at the beginning of the season.
13. Junior varsity athletes are encouraged to sit behind the team for all contests in which they have played a preliminary game.
14. A review of any of these rules by the athletic director and principal(s) may be granted at the request of a coach or athlete.

PHYSICAL EXAMINATIONS

The New Mexico Activities Association rules require each athlete undergo a physical examination ensuring fitness. This fitness must be based on a physical examination of the student occurring after April 1 and must be verified in writing by a licensed medical/osteopathic physician/physician's assistant or nurse practitioner to the extent authorized by their practice act and licensing authority. **The physical is valid through the following school year.** The certificate of examination must be on file in the school athletic office before the athlete can begin practice.

HEALTH/ACCIDENT INSURANCE

The Mora Independent School District requires all athletes to be covered by insurance (health and accident). This can be done in two ways:

- By having family insurance. If this is the case, please indicate on the permission to practice form in the appropriate section.
- By subscribing to insurance offered through the school each year at a nominal rate.

MEDICAL RELEASE FORMS

A form signed by the athlete's parent/guardian authorizing the coach, team physician, or school officials to use their own judgment in administering first aid, securing medical aid and/or ambulance service in the event of a medical emergency involving their son/daughter/ward and when the parents or family doctor cannot be immediately reached must be signed and on file. This should be easily accessible at all times and carried on all out of town trips.

PARTICIPATION IN TEAM PRACTICES

A student may not practice until the following items are turned in to his or her respective coach:

- Physical Examination
- Proof of Insurance
- Emergency Authorization
- Athletic Conduct Code Acknowledgement

ACADEMIC ELIGIBILITY

To participate in any middle school competitive activity, a student must have passed at least six (6) subjects, have a 2.0 or better GPA and failed no more than one course during the preceding grading

period. To participate in any high school competitive activity, a student must have passed at least seven (7) subjects, have a 2.0 or better GPA and failed no more than one course during the preceding grading period. Students participating must be enrolled in at least five (5) classes and fail no more than one class. Any student in special education who meets eligibility requirements as set forth by the New Mexico Activities Association will be deemed academically eligible if adequate progress is being made toward the stated goals and objectives of the Individualized Educational Plan.

ELIGIBILITY RULES

The following eligibility rules shall apply to every athletic contest held under the auspices of the New Mexico Activities Association. The school principal, athletic director and coaches are jointly charged with the responsibility of seeing that these rules are strictly observed in each contest in which students of Mora Independent Schools engage. Coaches should familiarize themselves with eligibility rules and procedures and advise their athletes as to their responsibility for eligibility.

TRANSFER STUDENTS

A transfer student **MAY NOT PRACTICE** until all issues regarding his or her transfer has been clarified according to New Mexico Activities Association guidelines. It is the responsibility of the in-season coach to gather all pertinent information and consult with the athletic director to expedite the required petition procedures.

SCHOOL ATTENDANCE

A student is expected to attend the entire school day to be eligible to participate in a practice or competition on the same day or a day prior to an event scheduled on a non-school day.

1. Participation in evening competitions should not affect school attendance on the following day. When competing during the school day, students are expected to return to classes immediately after the event.
2. Students placed on In-School or Out-of-School suspension will not be allowed to practice or compete in contests during the suspension period. Once the suspension period has been completed, the student may commence participation, provided that the requirements of the coach's team rules have been met.

Students who miss any part of the school day for legitimate reasons (doctor's appointment, family emergencies, funerals, etc.) will be allowed to participate provided that a parent notifies the principal's office prior to, or the same day of the absence.

ATHLETIC ATTENDANCE POLICY

Athletes who desire to attend a camp, clinic, or vacation during a sport season are to notify their respective coaches prior to the beginning of practice for that season or at their earliest convenience in order for the coach to plan accordingly. Athletes may not miss any contests without the following rule being implemented. Missing a game because of an unexcused absence can result in the athlete not playing in the next one or two contests at that level for each game missed. If state tournament competitions are missed due to the above, the athlete is to be dropped from the Mora Independent School team and forfeit his/her award. This policy is intended to protect the integrity of the Mora Independent Schools teams and enhance the ethic of commitment and teamwork that participation in interscholastic athletics can provide our students.

SCHOOL ATTENDANCE IN ORDER TO PRACTICE

An athlete must be in attendance at school in order to be allowed to practice for their particular sport. If an athlete must miss class, he/she must get written permission from either the principal or athletic coordinator before they are allowed to practice. The athlete must present the written note to the Head Coach before they are allowed to practice.

SCHOOL ATTENDANCE THE DAY AFTER AN OUT OF TOWN CONTEST

All athletes must be in school the day following an out of town contest or they will not be allowed to participate in their next scheduled contest unless they bring in a legitimate doctor's excuse.

GENERAL RULES

Changing Sports:

Athletes will **NOT** be allowed to transfer from one sport to another during a given season unless there is mutual agreement of both coaches and with the approval of the Athletic Director.

Concurrent Participation:

Athletes are allowed to participate in more than one sport during the same season, provided that they first:

- Inform both coaches they will engage in concurrent participation
- Declare which sport is primary/secondary
- Determine allowed practice times/competition dates with coaches

Injuries:

An injury will not conclude an athlete's participation in any sport; however, any athlete whose injury requires a physician's care may not participate until a written release is presented. Otherwise, an injured athlete is expected to attend every practice and any team activity.

Conduct on Trips:

Athletes will be considered as "good will ambassadors" for the Mora Independent School district. Athletes will conduct themselves as ladies and gentlemen on and off the playing surfaces.

Personal Appearance:

Athletes will be neatly dressed according to the coach's standards and expectations, especially on all athletic trips. Coaches are to monitor their athlete's personal grooming (**hair length, no mustaches or beards**) and expressions (**jewelry, tattoos, etc.**) to prevent inappropriate attention. Also included are "hickeys" which will result in an athlete's non-participation.

Out-Of-Town Contests:

1. Athletes will return from all out-of-town contests with their squads and by school transportation. EXCEPTIONS can be made by parents filling out a student release form prior to the competition. The student release forms are located at both the middle school and high school offices. Athletes will **only be released to their legal parent or guardian after**, the parent has signed and indicated the time of release on form.
2. Athletes will only be picked up and dropped off at a Mora Independent School site. (i.e. Holman Elementary or main campus) NO EXCEPTIONS

Curfews and Tardiness:

Coaches will establish and monitor their own policies regarding curfews and habitual tardiness.

Initiations:

Initiations of any form or fashion are prohibited. Participating will result in immediate dismissal from the sports program. Law enforcement will be involved in the consequent report of this activity.

Overnight Trips:

Appropriate behavior is expected at all times. No one may leave the vicinity of the team without the permission of the coach. Coaches may inspect luggage or bags if needed. Inappropriate behavior may involve immediate disciplinary action which may include sending the student home with a parent.

PROCEDURE WHEN LEAVING A TEAM

When dropping or being dropped from a team, athletes will:

- Notify the Head Coach when dropping
- Turn in all school gear on the same day

EQUIPMENT ROOM/GYMNASIUM PROCEDURES

Athletic Equipment (i.e. Uniforms)

- In most sports, practice and/or game equipment will be issued to athletes. Athletes will be responsible for said equipment.
- All equipment will be returned when the athlete finishes the sport either at the end of the season or upon quitting the sport. Any equipment not returned or paid for will cause the athlete to be ineligible to compete in any and all extra-curricular activities until such time the equipment is returned or paid for.
- Any equipment lost, destroyed or damaged (this includes theft), and due to negligence will be paid for by the athlete. Cost of equipment will be determined by the Athletic Coordinator and will be based on the replacement cost of equipment. New equipment will be issued only upon receipt of payment for lost article(s).
- School owned equipment is to be worn only at scheduled practice or games. Students may not wear any game apparel beyond the playing court or field unless deemed necessary by a coach.
- Schools are prohibited by law from selling used equipment to students. Please do not ask to buy used school-owned items.

A. Gymnasium Procedure

- At no time is it permissible for individuals or groups to work out in the gymnasium without authorized supervision.
- At no time will individuals or groups be working out, jogging or just “messing around” while teams or squads are having an official practice session.
- Athletes in the gymnasium for one sport practice will refrain from using equipment not specifically for their sport.
- Athletes are not to be in the weight or practice rooms without authorized adult supervision.
- Only approved gym shoes are to be allowed on gym floor. No cleats, outside shoes, etc. will be allowed on gym floor.
- Each coach is responsible for inventory and storage of equipment kept in the gymnasium.

CARRYOVER SPORTS GUIDELINES

The following guidelines are to be followed when dealing with athletes that are completing one sport when another is beginning.

- A concluding sport activity has priority. Athletes are not to be discouraged from attending the practice of any upcoming sport, once they have completed the final practice or competition of the concluding sport. Conversely, athletes are not to be penalized for completing their commitment to the sport that is concluding.
- The coach of a concluding sport may request appropriate restrictions in the beginning activity for the dual sport athletes.

These guidelines are NOT intended to place the athlete in the middle of any controversy. All athletes that may be involved in two sports should be identified prior to the start of the beginning season and parameters set at that time to ensure that athletes and parents are clear on the expectations and commitment expected of the athlete.

FAILING TO RETURN EQUIPMENT

All uniforms, equipment, etc. should be returned to the coach responsible for the team. Students will not receive any athletic awards earned until this has been done. Fines will be assessed and payment made prior to transferring to another school or graduation ceremonies.

ALCOHOL AND DRUG ABUSE BY STUDENT/ATHLETES

Any student/athlete that is arrested in connection with the use of alcohol or drugs will be removed from all North/South teams that they have been selected for. Also, these individuals will have other consequences that they must face with the school, their respective Head Coaches, the Principal, and other people that are deemed essential. **Drug and alcohol abuse will not be tolerated by this school system. Athletes must realize that they will be representing Mora High School in all All-Star games and we do not want to send an athlete that does not meet certain requirements.**

OUT OF TOWN CONTESTS

1. Any student participating on an athletic trip is the responsibility of the school district and the coach. Therefore, if the student is traveling on a school sponsored athletic trip, that student must use the school provided transportation.
2. No student, regardless of age, will be permitted to travel to or from an athletic event with any other person(s) except the coach. The only exception to this policy shall be the release of the athlete to the

parent(s) or guardian(s), provided the parent/guardian has filled out the student release form provided at either the middle school or high school office. The coach will not release an athlete to any other person(s) regardless of verbal or written permission of that student's parent (s)/ guardian(s).

3. Parent(s), guardian(s), and the student-athlete will assume all legal responsibility for the personal safety and actions of the athlete while the athlete is traveling to and from practices or games when transportation is not provided by the Mora Independent Schools.

STUDENT QUILTS OR IS REMOVED FROM A TEAM

1. A student who quits a sport or is dismissed from the sport by a coach will not be allowed to participate in any sport until the season of the sport he/she originally participated in has ended.
2. If a student quits the team and is involved in battery against a member of the Coaching Staff, he/she along with their parents will be required to have a meeting with the Head Coach, and Athletic Director and/or Principal to discuss different procedures that need to be addressed before said athlete will be allowed to participate in another sport at Mora Middle or High School.
3. **If criminal and/or civil charges are filed as a result of any incident, the student athlete will be suspended immediately. Reinstatement will occur only if charges are dismissed or penalty served.**

NOTE: This rule may be waived under certain circumstances through mutual agreement of the athletic director and the head coaches of the two sports involved.

OVERLAPPING SPORTS

Whenever a conflict develops between coaches over this or other concerns it is the responsibility of such coaches to communicate with each other over such concerns in an effort to solve the problem(s) and to avoid misunderstandings. Matters that cannot be satisfactorily resolved between coaches shall be taken to the athletic director. At their discretion the matter may be referred to the athletic council, and those matters that cannot be resolved by the athletic director will be referred to the athletic council for settlement. Any and all matters may be ultimately referred to the board, provided that the chain of command is followed. In instances where athletes wish to participate in two sports simultaneously, applicable coaches must be conscious not to create the impression on such athletes that they will not be excluded or otherwise penalized for the athlete's devotion to the other sport. Such athletes will be given an equal opportunity to compete and participate. **In fact a positive attitude towards encouraging participation in other simultaneous sports must prevail. Coaches should encourage athletes to participate in more than one sport. The young athlete will better develop his/her potential if he/she participates in more than one discipline.**

LETTER AWARDS

It is the policy of this district to allow the head coach in each sport to establish letter requirements for his/her particular sport. However, a student must meet all eligibility requirements and finish the season to be considered a candidate for a letter award. Letter certificates will be presented to each student who meets the criteria for such an award. In order for an athlete to earn a specific sport letter he/she must participate in accordance with the following minimums (in varsity level competition):

1. Basketball - One or more quarters in 13 games.
2. Track - Score at least one point in any meet and participate in 50% of all regular track meets.
3. Volleyball - One or more games in ten matches.
4. Baseball and Softball- At least 21 innings of play.
5. X-Country - Participate in the district meet and participate in 50% of all regular season meets.

SPORTSMANSHIP

The role of the players in sportsmanship is second in importance only to the coach. Players are admired and respected by the students of all levels as well as adult spectators. They have significant influence over the actions and behavior of spectators of all ages.

Players will perform the following responsibilities:

- Accept and understand the seriousness of their responsibility and the privilege of representing their school and community.
- Learn the rules thoroughly and discuss them with parents, fans and fellow students and elementary students. This will assist everyone in the achievement of a better understanding and appreciation of the game.
- Cooperate with the coaches and always exercise good sportsmanship by living the rules and role as stated.
- Only the captain may communicate with the officials on the clarification of rules. It is his/her responsibility to communicate what was said back to his/her teammates and/or coach.
- Always respect the official's judgment and interpretation of the rules. Never argue or make non-verbal gestures, which indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates.
- Congratulate opponents in a sincere manner following either victory or defeat. This is a true measure of character.
- Exercise self control at all times, accepting all decisions, unusual occurrences and abiding by them.
- Treat opponents with the respect that is accorded a guest or friend.
- Shake hands with opponents prior to the contest and wish them luck.

CONDUCT OF VIOLATIONS

Possession or Use of Tobacco, Alcoholic Beverages or Controlled Substances.

Any student who possesses or uses tobacco, alcohol or other controlled substances, on or off school property, will be suspended from participating for a term of twenty (20) school days. The Principal may hold up to ten (10) days in abeyance. This suspension will be retroactive to the first missed practice or activity. Each subsequent violation will result in suspension from participating for forty-five (45) additional school days or suspension for the remaining school year. Mandatory counseling will be required before re-admittance (*this policy represents the minimum penalty required by the Mora Independent School District.*)

Possession or Use of a Weapon. As per school board policy, suspension and/or expulsion and may be dropped from participation in extra-curricular activities for one calendar year. The Superintendent may modify the exclusion of extra-curricular activities or duration of the suspension.

INAPPROPRIATE BEHAVIOR, USE OF PROFANITY, INSUBORDINATION, PUBLIC DISPLAY OF AFFECTION

Any student who engages in inappropriate behavior, use of profanity, insubordination towards any school personnel, or public displays of affection during practice sessions or competitions will face the same consequences as they would during the regular school day refer to (*Student Handbook*).

STUDENT ATHLETES ON SUSPENSION

Any student receiving a full day of ISSD or out of school suspension on the day of an athletic practice or competition will not be able to participate in any event during the duration of their suspension. A student who is under school suspension (ISS or regular) may not participate in any athletic activity for the duration of his/her suspension. This includes weekend contests. However, the principal retains the right to keep an athlete from participating in practices or events regardless of the length of time spent in ISSD (based on the severity of the infraction).

DISCIPLINE OF ATHLETES/CODE OF CONDUCT

Occasionally, it becomes necessary to take some form of disciplinary action against an athlete as a result of unacceptable misconduct or refusal on his/her part to comply with school or athletic policy. While the student handbook identifies and "spells out" the specific disciplinary actions that will be taken for certain offenses, in athletics we have adopted our own code of conduct. The code of conduct, which is signed by the athlete, his/her parent, and the coach, explains the procedure that will be followed in disciplining an athlete for serious violations of school policy, athletic training rules, or misconduct. Coaches are expected, prior to participation, to thoroughly explain the code of conduct to the athletes in his/her charge, and to obtain the signature of each athlete and his/her parent to the document. It is essential that athletes understand that any disciplinary action imposed upon them for violating the athletic code of conduct is in addition to and not in lieu of action prescribed by the appropriate assistant principal. Suspension from athletics can be accomplished by the principal and/or athletic director and does not require a due process hearing.

ADDITIONAL GUIDELINES

There are countless other behavioral issues that could impact a student's eligibility for participation in an extra-curricular activity, which cannot be sufficiently detailed in the Athletic Code of Conduct. Consequently, the athletic director, coach, sponsor, and the administration will determine additional guidelines, expectations, consequences and student support plans. These expectations and guidelines with the Athletic Conduct Code guidelines will be shared in writing with students and parents at the beginning of the season or activity. Although the Athletic Conduct Code guidelines designate its expectations during the time a student is a member of an extra-curricular activity, the school's interest and intent is to expect and support positive student behavior at all times. Serious violations of school rules or community laws that occur during a time a student is not a participant of an extra-curricular activity will be reviewed by administration to determine the best support plan for the student. A student's eligibility status for extra-curricular activity participation is but one consequence that may be considered by the administration when such events occur.

DUE PROCESS PROCEDURES

Due process procedures are as stated in the administrative regulations regarding student discipline will be followed. Following notification of the athletic coordinator/athletic director and principal or information concerning a possible activity code violation, this process will include:

1. Oral or written notice of the allegation(s) against the student including parent notification.
2. The opportunity for the student to respond to the allegation(s).
3. A determination by the coach (first discipline level), athletic coordinator (second discipline level) and Athletic Director (third discipline level) that a violation of the activity codes did or did not occur.

APPEALS

A student may appeal the decision that an activity code violation did occur by notifying the Athletic Director. If this appeal occurs after the third discipline level, then the student would take his or her case to:

- The High School Principal
- The Athletic Coordinator or designee
- The Superintendent (final appeal level)

This appeal shall be processed within three school days of the date an appeal is filed. The student will not be allowed to participate in any contest during the appeal process, but may be allowed to participate in the practice sessions. The student may have representative and/or parents attend the appeal hearing to participate in the discussion.

ATHLETIC FEE

Your willingness to assist with the concession stand is a key component for Mora Athletics. To continue the practice of providing complimentary meals to your son or daughter on away trips requires maximum parent participation at home contests. Parents of students participating in the Mora Athletic Program are required to either assist with the concession stand sales or pay a participation fee of **seven dollars (\$7) for each out of town contest per sport.**

Fundraising throughout the athletic year is also an imperative component for Mora Athletics. Each sport will be responsible for raising funds towards any summer and/or off-season camps, jamborees, or team participation of any sort. The Mora Athletics nor the Mora Independent Schools District will be financially responsible; this includes but is not limited to costs associated with transportation, driver(s), meals, lodging, participation fees, etc. Each student athlete, their parent(s), coaches are required to participate in approved Superintendent approved fundraising events. Student Athletes not willing to participate will be required to pay a minimum fee (to be determined prior to off-season schedule of events) to participate in the off-season event(s).

PARENT SUPPORT & PARTICIPATION

We value your support of Mora Athletics and ask you to be role models, especially regarding good sportsmanship and positive behavior. Please encourage your son or daughter to meet the high expectations that are placed on our student-athletes and remind them that their athletic participation is a privilege that is earned through good grades and proper behavior.

By signing this document, we confirm that the information and rules listed are understood and will be followed.

Parent Signature _____ Date _____

Student Signature _____ Date _____

A.D. Signature _____ Date _____

Check one:

Middle School Student: _____ High School Student: _____

Please select your preference by marking either A or B below.

- A. _____ I agree to pay the above participation fee for my child.
- B. _____ I agree to help with sales in the concession stand and will contact the athletic department.