

NMHSBA Coach Guidelines (2017-18 season)

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1. General

- A. Teams may begin practice approximately 4 weeks prior to the 1st tournament. (see addendum)
- B. Bowling competition will start in November (see addendum).
- C. NMHSBA documents (By-laws, Policy, Annual Meeting details and minutes, tournament schedule, forms, results, NMAA eligibility Q&A, etc) and links to key places (NMAA eligibility form, NMAA school membership, etc) can be found on our website (www.nmhsba.org).
- D. Each tournament format is decided upon by the board based on tournament committee recommendation.
- E. Emails will be sent *only* to the head coaches.
- F. The sponsor and/or head coach shall be knowledgeable of their school, region, and/or district rules. Each have different policies on participation, travel, practice days and times, volunteers, etc. A violation is on the sponsor and/or head coach, not NMHSBA or NMAA. It is recommended that if the verbiage is not clear, then check with the appropriate agency Point of Contact. Head coach shall maintain copies of appropriate documents to validate school employees or volunteers, and provide to NMHSBA if requested.

2. Eligibility

- A. The entire bylaws and forms are on the NMAA website (www.nmact.org).
- B. Eligibility requirements can be found in section #8 of the NMAA bylaws.
 - i. You need to make sure that the school (Athletics director or Activities Director) submits a NMAA eligibility form with eligible names via email or fax to the Association Manager within 7 days of the end of each of their grading cycles. Emails and fax numbers are on the contact page at the back of this document.
- C. As of 2012-13 season, this activity follows the transfer rules in NMAA sections 6 and 7. Form A and C shall be submitted to NMAA and they will inform NMHSBA of eligibility. If a student does not attend your school, then you need to contact your Athletics Director and NMAA to work on their eligibility status.
- D. In accordance with NMAA guidelines, students in grades 8 thru 12 are eligible to compete. However, eighth grade competitors will only be allowed if your district and school policies allow it. A letter signed by your district and school are required to be on file with Association Manager for eighth graders to compete.

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This needs to be done once and if the status changes you must notify NMHSBA association manager immediately. All 8th grade participants shall have an 8th grade participation form on file with NMAA.

- E. As of the 2013-14 season, all students must have a physical and insurance in order to compete. These must be in place before they can practice as well.
- F. Schools that allow ineligible students to bowl will forfeit all matches in which said student(s) participated.
- G. Eligibility for State Championship can be found in State Championship Guidelines.

3. Tournament Participation

- A. The dress code, as follows, must be adhered to by *all coaches and participants*. Teams should wear corresponding school colors when at all possible. Collared and mock collared shirts, and khaki or dress pants are acceptable forms of attire. Girls may wear a skirt as long as it goes from the top of the hip to at least the top of the knee. Shirts may include team and/or individual names and school logos, but no sponsorship(s). In accordance with National Federation High School rules a school's official uniform may bear only a visible single manufacturer's logo or trademark. A manufacturer's logo/trademark shall not exceed 2 1/4 square inches with no dimension exceeding 2 1/4 inches. No jeans, sweatpants, stretch pants, cargo pants, shorts or skorts. No hats, t-shirts, or sunglasses on head. NMHSBA has the final approval on acceptable attire. A head coach will submit a request to the NMHSBA board for consideration if it is not listed here before allowing something to be worn. A dress code check will be done by the board on the approach during the event's starting announcement. Coach needs to ensure all team members are present.
- B. No electronic devices (i.e. MP3 players, cell phones) shall be used by bowlers during tournament play without tournament director approval. Coaches may **only** use phones outside of the settee area.
- C. All current line-up team participants shall remain in the settee area during tournament play. All others shall remain behind one of their teams.
- D. Coaches and sponsors are responsible for student conduct. Foul language, mistreatment of others equipment (including the center's), disrespectful attitude, etc.
- E. For penalties of rule infractions listed in A through D, please refer to the Rule infractions and penalty document. Updated 6 Sep 2017.

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- F. Food and Beverage: **Bowling centers do not allow outside food or drink. Coaches will ensure students and fans are aware of this.** If there is any medical reason a bowler or coach must bring their own food or drink a doctor's note must be provided to the board.
- G. A full team roster (including coaches/sponsors) will be provided two weeks prior to your first tournament competition, unless waived by the board. Any additions to the roster must be reported (coach adds to NMHSBA database via website) immediately within 7 days of the student joining and prior to a tournament. If a bowler is not added and it is addressed at the tournament, then you may be subject to the monetary penalty as defined in addendum for team change(s).
- H. We will offer two squad times per tournament, if we do not have adequate participation for a squad, then we may have to consolidate to one squad for that tournament. Consolidation to a squad will be in consideration of, but not limited to, lane availability and participation.
- I. Coaches are required to **submit for the number of teams they want to have for the next tournament no later than the Wednesday evening (cutoff is 7 pm) prior to the tournament.** A school may request more than one team in each tournament. Lanes in a squad will be issued evenly between schools until filled. If there are more teams than lanes available, we will use a rotation listing to determine who gets the lane(s) for that squad. If lanes are available in the other squad then you may elect to put your other teams in it. You will be notified by Thursday as to how many spots you have received for that week's tournament.
- Each school is responsible for paying for the number of teams scheduled by Association Manager based on your request the Wednesday prior to the tournament.
 - Example 1: If a school submits a request for 3 teams, the association manager confirms the three on Thursday, and the school only has 2 teams on Saturday, they must still pay in full for 3 teams before being allowed to bowl in that tournament.
 - Example 2: If a school submits a request for 3 teams, the association manager confirms 2 teams on Thursday, then the school only pays for 2 teams on Saturday.
- J. Changes may be made to the scheduled team(s) line-up on the website until 7:00 pm on the Friday prior to the tournament with no penalty. A fee may be assessed for changes made after 7:00 pm Friday deadline. (see addendum)
- K. Individuals not in a school team line-up for a tournament may bowl for average which includes participating in bakers, if lanes are available. These combined teams shall not be ranked in the competition. Bowlers should be added to the Bowling for Average on the website or must be reported to the check-in desk 30 minutes prior to competition. They will be placed on a lane based on first

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reported first used. Individuals will be placed on a lane by the association manager, not coaches. Bowling for Average bowlers will not be allowed to leave to go bowl bakers with their team unless approved by the Association Manager. There is no guarantee of having students available to fill a lane.

L. Individual averages:

- If a student participated last season, they will use last season's ending average the first week.
- If a student has a certified or non-certified average in any league or tournament competition (ex:JBT) outside of NMHSBA tournament, they will use it for the average the first week.
- Otherwise, a new student's average will be determined based on their first two games bowled in tournament participation and used for determining team division. Therefore, **a new student must bowl two games that day for the team to qualify to place in the top position because five members of the team must have an established average by completion of the event.**
- Student averages are recalculated after each tournament's participation and is the official average for the next week's competition.

M. Coach, sponsor, or designated representative (as listed on official school roster) must be present at all tournaments. Coaches and sponsors must sign for lanyard with ID when registering teams and must return at the end of each tournament, or they will be responsible for the cost of the lanyard and ID. **One head coach per school, one assistant coach per team, and bowlers will be the only people allowed in the settee area.** The head coach identifies who the assistants are by assigning a coach to a team via the website. No one will be allowed to say they are an assistant without the **head coach's direct verbal or written consent via a board member or personally changing the sign-in sheet.**

N. Substitution rules: Substitutes are permitted. Any substitute that enters is required to finish that game (regular/baker) or can be substituted for with another player who is not the original starter. The starter that was substituted for must sit out the rest of that game, but can reenter the following game. If a player is substituted, that game score must be circled on the score sheet so it doesn't count toward individual averages.

O. In the absence of a coach on a lane, the head coach will designate a team captain for that team. The team captain would be responsible for signing the opposing team's score sheet, and turning in the score sheet after each game.

P. **High schools shall sign up to help conduct certain aspects** (50/50, admission collection, lane monitoring, score collection, lanyard checkout, etc) **of the tournament.** A list will be compiled by the Association Manager prior to season start based on the High Schools requested dates. **School needs to sign up for a primary and secondary squad providing two workers per squad.** Failure to meet this need will result in a \$50 charge to the school team per squad missed. The

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workers will report to the Association Manager no later than 45 minutes prior to the start of the squad. Details on actual tasks are in the board's tournament book.

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Addendum

- A. When we are running two or more squads, the winners of each division will not be known until the end of the last squad. Therefore, results will be posted on our website by Sunday morning following the tournament. Travel Trophy will be handed out the following week between the first and second squad to the 1st and 2nd place teams in each division. Each member of these teams will also be provided a certificate.
- B. We will have four divisions this year. The divisions are decided by **team** averages. To determine team averages add the highest five students' averages on the team to determine division. A coach may place his team in a higher division than the team average shows. They will need to indicate that to the association manager when they enter their teams. Team averages will be verified prior to each tournament.
- i. **Rookie:** team average 525 and below. No bowler with an average greater than 130. Only one bowler may have an average greater than 120.
 - ii. **Novice:** team average 526 – 650. **No bowler with an average greater than 160.**
 - iii. **Intermediate:** team average 651 – 774
 - iv. **Advanced:** team average 775 and above
- C. Weekly team fee will be \$50.00 per team submitted. Individuals will be \$10.00 each. (\$32.50 fee to bowling center, \$17.50 to NMHSBA)
- D. Fee for changes to team(s) after Friday at 7:00 pm will be \$1.00 per change, not to exceed \$5.00 per school team. Exceptions for emergencies will be decided on an individual basis. Fees collected will go into general operating fund.
- E. Acceptable payment is cash, check, or P.O. from school. **Check or P.O. must be made out to NMHSBA.** High schools/Bowlers may process Credit Card with the center, in which we just deduct from lineage payment to center.
- F. Practice may begin the **first Monday of October.**
- G. First tournament is planned to be the **first Saturday of November.**

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This page must be filled out and turned in to Association Manager prior to start of season.

I _____, head coach of

_____ High School bowling program, have read the

New Mexico High School Bowling Association guidelines for the current season listed in

the header. I agree to abide by all rules/guidelines set forth by the NMAA and

NMHSBA, and I understand that failure to do so may result in disciplinary action. I will

ensure the website is up-to-date for students and assistant coaches.

Primary Phone _____ Alt. Phone # _____

Email address _____

Signature

Date

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Contact Information

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