

# POJOAQUE VALLEY SCHOOLS

## HANDBOOK

### Application Procedures for Use of School Facilities

*Our Purpose: Strengthening our future one student at a time!*

**Pojoaque Valley School District**  
**Application Procedures for Use of School Facilities**

**1. Application.**

- A. Obtain a Facility Use Application from PVSD Central Office (1574 State Road 502).
- B. Return the completed and signed application and all required documents to Central Office, to the attention of the Superintendent no less than 30 days prior to the requested initial date of facilities use.
- C. Mandatory supporting documents are:
  - a. Schedule of events (if more than one day),
  - b. See page X for insurance requirements,
  - c. Non-profit letter (if applicable), and
  - d. Copy of any City/County/State/Federal licenses, permits or other documents required by law or ordinance
- D. The Superintendent or Designee may require supplemental documentation or information after review of application. Applicant will be notified in writing no less than 30 days prior to requested date if approval, disapproval and special use conditions.

**2. Facility/Personnel Charges**

- A. An invoice for all related fees will be provided by PVSD to the applicant.
- B. All fees must be paid in full one week prior to the event by check or money order only payable to Pojoaque Valley Schools or designated contracted company such as Food Services Contractor if needed.
- C. Personnel fees apply (see Schedule of Rates on page 3).

NOTE: Personnel service fees are estimated and the applicant will be responsible for any additional hours required for the event.

**3. Walk-Through**

A walk-through will be scheduled at least one week prior to the event with the applicant.

**4. Mandatory Emergency Preparedness**

- A. All PVSD safety procedures will be followed by the applicant and persons attending the event.
- B. Exits and fire lanes must remain clear for emergency vehicle access.

**5. Final Approval**

No event may not be advertised as being located in a PVSD facility until applicant is in receipt of written final approval.

All applicable federal and state laws and local rules, regulations, policies and procedures of the Pojoaque Valley School District will be enforced during all events.

6. **Alternate Space:**

The Pojoaque Valley Schools reserve the right to substitute an alternative space for any facility reserved for a non-School District function if deemed necessary to conduct official School District business or District special programs.

7. **User Cancellation Fee.**

The District reserves the right to impose a cancellation fee if an approved event is cancelled by the user on less than 72 hours prior notice.

**APPLICATION FOR USE OF FACILITIES**  
**(ALL SECTIONS MUST BE COMPLETED)**

Application Date: \_\_\_\_\_

Legal Name of Applicant Organization/Individual: \_\_\_\_\_

Type of Organization (circle one):

School or curriculum-related student club or organization  
Student District-sponsored group  
School District-related group  
Governmental entity

Other non-profit group or youth organization  
Other private or individual for-profit group  
Production Company  
Individual Person

Address of Organization/Individual:

\_\_\_\_\_  
Street City State Zip

Name and title of authorized officer or representative: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of 1<sup>st</sup> contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(if other than above)

Name of 2<sup>nd</sup> contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail Address of Contact person(s): \_\_\_\_\_ or \_\_\_\_\_

Non-profit status (attach a copy of 501C 3 IRS letter required as proof): Yes \_\_\_ No \_\_\_

Certificate of Insurance with School District named as additional insured: Yes \_\_\_ No \_\_\_

City/County/State Permits Required: Yes \_\_\_ No \_\_\_ Attached: Yes \_\_\_ No \_\_\_

Name of Facility requested: \_\_\_\_\_

Specific area requested: \_\_\_\_\_ (event will be limited to this area)

Date(s) of event: \_\_\_\_\_ Proposed Schedule Attached: Yes \_\_\_ No \_\_\_

Set Up Time Required? Yes \_\_\_ No \_\_\_ If so, time requested for set up: \_\_\_\_\_

Time facility needs to be Opened \_\_\_\_\_ am/pm Closed \_\_\_\_\_ am/pm

Actual time of event: Start \_\_\_\_\_ am/pm Finish \_\_\_\_\_ am/pm

Expected Attendance: \_\_\_\_\_ Will admission be charged? Yes \_\_\_ No \_\_\_

**Participation, Registration, Entry Fees, etc.:**    Yes \_\_\_    No\_\_\_ Amount \$ \_\_\_\_\_

**Concessions**            Yes \_\_\_    No \_\_\_            **Concession Area needed?**    Yes \_\_\_    No \_\_\_

**Event Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Application Acknowledgement**

1. Applicant agrees to waive, release, and hold harmless the School District, its Board of Education, its members, administrators, officer, employees, agents and insurers, against any claim, demand or cause of action, whether now in existence, or hereafter arising for any personal injury, property damage, or any other cause of action or including claims for interest, costs, expenses, or attorney's fees, arising out of, resulting from, occurring during or in any way connected with use of the facilities requested herein, whether or not such injury or damage is caused by or contributed to in whole or in any part by any action or failure to act, negligence, breach of contract or other misconduct on the part of the School District, its Board members, administrators, officers, employees, agents and insurers.
2. Applicant agrees to be personally responsible on behalf of the user group, participants, and attendees for any damages sustained to the School District facility, furniture, equipment, or grounds occurring through the occupancy or use of the School District facility by the user group, participants, and attendees.
3. Applicant agrees to provide prompt and thorough clean-up of the site and removal or storage of all special structures within no more than 24 hours after the end of the event, but in no case later than the beginning of the next school day or if school is out no later than prior to use of the area by school personnel. Users shall ensure that any furniture and equipment moved during the use of the facilities is replaced in its original position.
4. Applicant warrants that it will observe all federal and state laws and rules, regulations, policies and procedures of the School District, including those with regard to discrimination, and that the applicant will exercise the utmost care in the use of the School Districts premises and property, and will make good any loss or damage to said premises and property which arises during or as a result of applicant's use thereof, no matter what the cause.
5. Applicant agrees that it has received and read the rules, regulations, conditions, and terms of this Application and that the applicant will abide by them and conform to all applicable policies, provisions, rules, and regulations of the School District and its authorized agents that may be communicated to the applicant.
6. Applicant agrees, that in the event the applicant cancels its use of the School District Facilities, no refund will be made and that changes in the date or extension of time may not be approved by the School District. In addition, the District may impose a cancellation fee if notice of cancellation is not provided to the District not less than 72 hours prior to the date of the event.
7. The School District reserves the right at all times to terminate use of the School District facility or to require user, or any participant with user, to leave the School District premises in the event there is a breach of the Use Agreement or a breach of the peace.
8. Lawful Use: The use shall be conducted in compliance with tall federal, state and municipal statutes, ordinances, rules and regulations including those with regard to discrimination. School

facilities shall not be used for any unlawful purpose and in addition to the safety rules and policies specific to the School Facility, which are attached hereto (if any), the User shall not:

- A. Allow litter or debris and shall keep the premises clean at all times.
- B. Allow use or possession of alcohol, illegal drugs and tobacco which are prohibited on all school property at all times.
- C. Allow guns on school property except for those in the possession of duty certified law enforcement personnel.
- D. Use the facility without providing security as required by the school facility for the type of function they have planned.
- E. Allow use of swimming pool facilities without having a certified life guard on duty at all times.
- F. Allow events involving animals unless they are described in detail in the Application for Use and in compliance with any limitations or restrictions written into the Agreement. All animals must be leashed, penned, caged or otherwise properly contained, constrained or under supervision and control at all times. In the event of ambiguity of language in the Application or Agreement, restrictions on use of animals shall be strictly construed against the User.
- G. Allow open fires, including candles, torches, and bonfires except pursuant to prior approval and permit by the school facility or other official having jurisdiction.
- H. Allow building exits to be blocked for any reason.
- I. Allow parking except in designated areas.
- J. Fail to provide vehicle and pedestrian traffic management sufficient to insure safe and orderly movement of vehicles and people.
- K. Allow design, placement or construction of booths, displays, viewing stands, platforms, theater sets, temporary states or any other structures without adequate precautions for the safety of those building, using and disassembling such structures.
- L. Allow that decorations shall be fire resistant whenever possible, cover no more than 20 percent of the wall area and never be placed within close proximity to incendiary sources or close to exits or by permission of the Fire Marshall.
- M. Create tripping hazards unless tripping hazards are unavoidable due to the nature of the event. Signage adequate to warn participants of obstacles must be provided.

- N. Allow hazardous materials, including pyrotechnic devices, fireworks, explosives flammable material or liquids, poisonous materials or plants, strong acids or caustics onto the premises or to be used in any way while occupying the premises except with the approval prior to use by the fire marshal or other authority having jurisdiction.
  - O. Allow amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, bow and arrow shooting activity or equipment or devices related thereto onto the premises or to be used in any way while occupying the premises except with the express permission of the school facility and on proof of insurance carried by the User written by a company acceptable to the New Mexico Public School Insurance Authority (“Authority”) of at least \$1,000,000 per occurrence naming the school facility as an additional insured. All such activities shall be operated and overseen by experienced trained persons and, if possible, they must be certified to do so. Licensure from the appropriate state agency for safety and operation of such rides or attractions will also be required.
  - P. Allow use of playground equipment unless at least one adult supervisor for every fifteen (15) children is in attendance.
  - Q. Use the school facility without appropriate signage to inform participants of the safety rules. A list of emergency agencies and phone numbers shall also be posted.
  - R. Allow access to area not specified for use in the Site Use Agreement.
  - S. Allow access to any one to School Facilities without securing an Accident Waiver and Release or Liability Form
9. Notice of Accidents: All users shall give written notice to the school facility of any accident resulting in bodily injury or property damage occurring on school facility premises or in any way connected with the use of the school facility premises within 24 hours of the accident. The notice shall include the time, place and circumstances of the accident and the names, addresses and phone numbers of any person witnessing the accident, and injuries sustained.
10. Damage to User’s Property: The School Facility assumes no liability or responsibility for any personal property of the User or of its employees, agents, representatives, guests, volunteers or invitees brought onto the premises during the term of this Agreement.
11. Insurance: General Liability insurance provided to the School Facility by the Public School Insurance Authority. Authority shall be excess over any valid and collectible insurance carried by the User provided to the School Facility by the Authority. Liability insurance provided by the authority for use of school facilities by private persons is limited to \$1,000,000 per occurrence. The User must carry Workers Compensation insurance if mandated under New Mexico law and Automobile liability insurance naming the School Facility and its School Board, Board of Trustees or Governing Body as Additional Insured’s with limits no less than \$1,000,000 per occurrence for all



motor vehicles owned or rented by User to be used in connection with the events. User shall deliver Certificates of Insurance along with a copy of the Additional Insured endorsement of the School Facility no later than 48 hours in advance of the facility use or this Site Use Agreement shall be cancelled

- 12. Site Security: The User must assure that activity participants and/or guests/spectators only access those site areas utilized and that such areas were properly checked and secured upon departure from the School Facility's premises.
- 13. Fees: The attached schedule lists the fees to be paid for use of the School Facilities. All fees shall be made by check or money order only and shall be made payable to the Pojoaque Valley School District. Attn: Business Manager, 1574 State Road 502, Santa Fe, N.M. 87506. The applicant is not allowed to pay school employees directly for services in-kind or in-cash.
- 14. Alternate Space: The Pojoaque Valley Schools reserve the right to substitute an alternative space for any facility reserved for a non-School District function if deemed necessary to conduct official School District business or District special programs.
- 14. Suitability for Use: The user acknowledges and agrees that the School District has not and does not warrant the suitability of the facility or of the facility's contents for the uses intended by the requesting group.
- 16. No Sponsorship: All non-school sponsored and non-school related users shall post signs, to be approved by the Superintendent or his Designee that shall inform participants that the activity is not sponsored by the District or school whose facilities are being used.

The undersigned, as a duly authorized representative of the User, states that to the best of his/her knowledge the School Facility use which is being applied for will not be used for the commission of any crime or any act which is prohibited by law. By my signature below, I acknowledge that I am authorized to sign on behalf of the User and bind the User to the terms of this Agreement. I understand and agree to all terms, conditions and Rules in this Agreement.

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**Signature** **Date**

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**Signature** **Date**

**Required Personnel Needed**

(Additional Charges Apply)

- On Call Open/Close \_\_\_\_\_
- Custodial Staff \_\_\_\_\_
- Technology Staff \_\_\_\_\_
- Security Staff \_\_\_\_\_
- Food Services Manager \_\_\_\_\_
- Other \_\_\_\_\_

**Local Approval**

*(Principal and/or Athletic Director must complete this section before you submit your application to the Superintendent or Designee)*

**Custodian Needed for Event:**    Yes    No    **Time needed for event:** \_\_\_\_\_

**Open/Closing required by on-call personnel:**    Yes    No

**Walk-Through:**    **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Include in Walk-Through:**     **Site Staff**     **Custodial**     **Maintenance**     **Security**     **Other**

**Campus/Facility Requested:** \_\_\_\_\_ **Area Assignment:** \_\_\_\_\_

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<b>Print Principal/Designee's Name</b>	<b>Principals or Designee Signature</b>	<b>Date</b>
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<b>Print Athletic Director's Name</b>	<b>Athletic Director's or Designee Signature</b>	<b>Date</b>
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## **POJOAQUE PUBLIC SCHOOLS INSURANCE GUIDELINES FOR USE OF FACILITIES**

### **Use of School Facilities by Outside Parties**

NMAC. Title 6. Primary and Secondary Education. Chapter 50. Insurance. Part 17), Use of School Facilities by Private Persons, defines the relationship between public schools in New Mexico and third party users of public school facilities. A copy of the full language is posted on the New Mexico Public Schools Insurance Authority (NMPSIA) website: <http://nmipsia.com> (under Risk Division, Important Documents, Use of Public Facilities by Private Parties).

As a result of this the change in law, we are pleased to present the new Tenant User Liability Insurance Program (TULIP), effective April 1, 2012.

Because some persons/groups do not have insurance, the TULIP was developed as an affordable insurance policy that can be purchased by those who use or lease PVSD facilities. The policy is written in the name of NMPSIA and names the member and tenant user as Named Insured. The premium is paid for by the Tenant User, not the school.

The public schools are not required to extend their own liability insurance to the tenant user . If the tenant user elects to remain uninsured, it is at the user's own risk. If a loss occurs, the personal assets of the organization or event sponsor may be in jeopardy for payment of injury or damages. To alleviate these concerns, PVSD has made available the TULIP to protect both the public schools and the event sponsor from financial loss.

This program is intended for those who use schools for any non-school sponsored event, such as meetings, charity benefits (excluding athletic events), fundraisers, etc. If non-school related athletic events are held, a separate Accident/Medical policy can be purchased to cover the participants. The TULIP would provide spectator coverage. Instructions on how to purchase a TULIP policy are below.

#### **Online: NMPSIA TULIP Program Instructions**

1. **Go to: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)**
2. **Select "NMPSIA-New Mexico Public Schools Insurance Authority."**
3. **Select the district where you are holding the event.**
4. **Answer a few basic questions to request an online quote.**
5. **If you wish to purchase the coverage, provide credit card information and coverage will be bound immediately. A certificate of insurance will be emailed to the email address provided.**
6. **If you have any questions, please contact EBI at (800) 507-8414.**

## Schedule of Rates

Rental charges are for the facility only and any normally required furniture/equipment. Other charges shall be added when special furniture/equipment is to be provided to the facility user.

All fees must be paid in full one week prior to the event by check or money order only payable to Pojoaque Valley Schools or designated contracted company such as Food Services Contractor if needed.

FACILITY Prices are subject to change without notice	HOURLY RATE	FLAT RATE
Baseball/Softball Fields	\$ 40.00	
Computer Lab (Requires 30 day approval by PVSD Technology Director)	\$ 210.00	
Cafeteria/Commons Area	\$70.00	
Cafeteria & Kitchen (Requires 30 day approval by PVSD Student Nutrition Contractor)	\$50.00	
Classroom or Conference Room		
Gymnasium (Elementary or Middle School)	\$ 65.00	
Middle School Auditorium	\$ 80.00	
High School Main Gymnasium	\$105.00	
Library/Media Center (Elementary)	\$ 45.00	
Library/Media Center (Middle School or High School)	\$ 65.00	
Parking Lot Only		\$ 160.00
Parking Lot for Profit Activities (Flea Market, Art Shows, Charged Parking, etc...)		\$ 265.00
Playgrounds		\$ 45.00
Practice Fields (High School)	\$ 65.00	
Specialized Classroom (science lab, music or art rooms, etc.)	\$ 55.00	
High School Stadium	\$ 315.00	
Tennis Courts	\$ 45.00	
Track Area	\$ 65.00	

**Alternate Space:** The Pojoaque Valley Schools reserve the right to substitute an alternative space for any facility reserved for a non-School District function if deemed necessary to conduct official School District business or District special programs.

**Schedule of Rates for Personnel Services**

The Pojoaque Valley School District (PVSD) reserves the right to require the applicant to support the event with the personnel deemed appropriate to protect and ensure appropriate use of our facilities. PVSD will determine the type of personnel needed and times needed based on the event (this may require additional hours before or after the event). Additionally, PVSD reserves the right to deny the use of a facility if an applicant is unwilling to pay for the additional personnel services. PVSD may require additional time to arrange personnel services. The Superintendent or designee will arrange for requested and/or required personnel services. Hourly rates are per person and are subject to change without notice.

<b>PERSONNEL</b>	<b>Hourly Rate</b>
<b>Security, Custodial</b>	<b>\$ 30.00</b>
<b>Food Service Worker, Food Service Manager, Equipment Operator</b>	<b>\$ 12.00</b>
<b>Clock Operator, PA Announcer</b>	<b>\$ 19.00 for a game \$35.00 Varsity \$15.00 Jr. Varsity</b>
<b>Technology Assistant (Including set up of any outside equipment or on site technician)</b>	<b>\$ 30.00</b>
<b>Football Chain Crew (per member), Message Board Operator</b>	<b>\$45.00 Varsity \$35.00 Middle School \$25.00 Non-School Event</b>
<b>On-call opening/closing (PVSD keys will not be given to any applicant)</b>	<b>\$ 50.00/day</b>

By my signature below, I acknowledge that I am authorized to sign on behalf of the User and bind the User to the terms of this Agreement. I agree to the Rates for Facility Use and Personnel Services as determined and approved by Superintendent/Designee and/or Athletic Director (refer to page 10).

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**Signature** **Date**

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**Signature** **Date**

**POJOAQUE VALLEY SCHOOLS**

**Auditorium Rental**

1. No food or drinks will be permitted in Pojoaque Valley Schools Auditorium seating area.
2. Smoking, use of all tobacco and/or alcohol is prohibited in all Pojoaque Valley School facilities and on all school district property.
3. Only qualified Pojoaque Valley School technicians will run lights and sound, move the piano, and handle all lift and batten operations including the main drape.
4. Applicant will be responsible for all damage and theft.
5. Pinning to the curtains or use of nails and screws in set pieces, walls, and equipment will not be permitted. Any necessary nailing to the stage will take place under the supervision of the appropriate school personnel.
6. All property not belonging to the Pojoaque Valley Schools is to be removed immediately at the conclusion of the event.
7. There must be a uniformed security person on duty at all events. Amount of security personnel will be determined by Security Director. Security personnel are required to arrive at least 30 minutes before the scheduled event and to remain until the area is completely cleared.
8. No flammable materials may be used for decorations. Open flames are not permitted in any part of the Pojoaque Public Schools. The applicant will be responsible for any damage sustained because of the Pojoaque Schools actions in dismissing a disruptive person or persons.
9. The licensee shall not sell tickets in excess of the Pojoaque Schools auditorium seating capacity.
10. Any direct 110 or 220 connections will be made by the district’s qualified personnel. The licensee will be required to pay for personnel services (refer to rate table) with a four hour minimum.
11. Pojoaque Schools may refuse to rent its facilities for any event, activity or performance if it is determined that said event may cause physical damage, liable stipulations, or create unusual risks or conditions for the school district.
12. The applicant shall be responsible for the rules, regulations and conditions as defined in the Pojoaque Schools Auditorium Lease Agreement and other policies and procedures.

**AUDITORIUM USE AGREEMENT**

As the representative of \_\_\_\_\_ I request the use of  
 (Organization Name)  
 \_\_\_\_\_ Auditorium area on \_\_\_\_\_,  
 (School) (Date) (Year)  
 from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm. This is for the purpose of:  
 (Time) (Time)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Cancellation:** The Pojoaque Valley Schools reserve the right to substitute an alternative space for any facility reserved for a non-School District function if deemed necessary to conduct official School District business or special programs.

## USE OF KITCHEN FACILITIES BY OUTSIDE GROUPS

**Purpose:** Although the school district provides the kitchen facility, the food, supplies, and equipment are purchased with Child Nutrition funds. Donated commodity foods are also stored there. The Cafeteria Manager/Food Services Contractor is responsible for these items and is expected to limit access and maintain security and assure compliance with regulations and codes.

**Storage of food items in kitchen refrigerators:** Health regulations prohibit the storage of food from unapproved sources in kitchen refrigerators or freezers. Food service personnel have been instructed that food brought from home cannot be stored in school refrigerators or freezers. Purchased food in original containers may be stored if space permits.

**After hours use of kitchen facilities:** When kitchen facilities are to be used for food preparation and/or service, the user organization must pay a member of the food service staff to be present.

Any use of a kitchen or its equipment must be with prior approval from the Superintendent or designee.

An "Application for Use of Facilities" should be filed at least thirty days prior to the event. The Superintendent's designee who approves the facility use will notify school and the food services contractor if the kitchen is to be used.

PVSD will provide applicants appropriate training on all kitchen equipment through the Food Service Contractor.

If an applicant wishes to use kitchen facilities, the Superintendent or designee will arrange for a meeting with the food services contractor.

## KITCHEN USE AGREEMENT

As the representative of \_\_\_\_\_,  
I request the use of \_\_\_\_\_ cafeteria kitchen on

\_\_\_\_\_, 20\_\_\_\_, from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm. This is for the  
(Date)  
purpose of \_\_\_\_\_

Applicant agrees that he/she has been shown how to properly use the kitchen equipment in which he/she have been given permission to use. Applicant also agrees to be responsible for cleaning of equipment and kitchen after use.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or Designee Signature

\_\_\_\_\_  
Date

# COMMUNITY USE OF SCHOOL FACILITIES

## Non-scholastic Sport Users Certification

As a condition of permitting non-scholastic youth athletic activity in practice or preparation for an organized athletic game or competition against another team, club or entity to take place on school district property, the superintendent requires the person offering the non-scholastic youth athletic activity to sign this certification that the non-scholastic youth athletic activity will follow the brain injury protocols established pursuant to Section 2 of 22-13-31 NMSA 1978 regarding brain injury protocols, coaches training and information to be provided to parents or guardians and signatures to be received from them.

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**Print Name**

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**Signature**

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**Date**

I hereby certify that I am authorized by user to make this certification and to make all representations on behalf of:

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**Non-scholastic Sport User Organization**

### ***Non-scholastic requirements under SB137***

1. Youth athletic leagues shall ensure coaches receive training in concussion awareness and management (to be completed annually).
  - a. NFHS Concussion Course: <http://nfhslearn.com/courses/61037/concussion-in-sports>
  - b. Coach Fact Sheet: [http://www.nmact.org/file/Facts\\_4\\_Coaches.pdf](http://www.nmact.org/file/Facts_4_Coaches.pdf)
2. At the beginning of each athletic season youth athletic leagues shall provide a brain injury information sheet to parents and athletes to be signed and submitted prior to participation.
  - a. Family Fact Sheet: [http://www.nmact.org/file/Facts\\_4\\_Families.pdf](http://www.nmact.org/file/Facts_4_Families.pdf)
3. Coaches must immediately remove athletes from participation when signs/symptoms of a concussion are present.
4. Coaches must not allow youth athletes to return to play for a minimum of 240 hours and must be released by an appropriate medical professional (MD, DO, PA, CNP, PT, Licensed Psychologist, Licensed Athletic Trainer).

**This form and additional resources can be found by clicking the link below:**

<http://www.nmact.org/sports-medicine-advisory-committee>