

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF ATHLETICS**

**HIGH SCHOOL,  
MIDDLE SCHOOL &  
ACADEMY  
ATHLETIC  
HANDBOOK**

**2021-2022**

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# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

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Mr. Pedro Martinez

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Elsa Pennell – Director of Family and Community Engagement  
Chris Salley, Senior Executive Director – Facilities and Plant Services  
Johnny Vahalik, Senior Executive Director – College, Career and Military Readiness



**SAISD** Our primary purpose of improving lives through a quality education is driven by an unrelenting determination to graduate all of our students and prepare them for success in higher education. Our ideology is reflected in our fundamental beliefs, commitments and core values that guide us in our daily practices.

***Our Mission Statement*** - To graduate all of our students and prepare them for success in higher education

***Our Core Beliefs and Commitments*** - In SAISD we believe:

Every student can learn and achieve at high levels.

We will make all decisions based on attaining student achievement at or above grade level.

We are responsible for the education and safety of every student.

Will ensure that all decisions, actions and resource allocations are made in the best interest of the students.

We will ensure a safe learning and working environment for all students and employees.

We are responsible for the efficient and effective operation of the school system.

Everyone should be treated with respect.

We will ensure a high level of professionalism, customer service and respect for everyone.

We will lead by example.

People support what they help create.

We will maintain the collaborative process for decision-making.

### ***Our Core Values***

In order to achieve our goals and attain our commitments we expect the following values to guide the behavior of all employees:

- Student Centered
- High Expectations
- Commitment
- Passion
  
- Integrity
- Respect
- Teamwork

## **PHILOSOPHY**

The SAISD Athletic Program promotes the physical, mental, moral, and social well-being of students. The athletic program is an integral part of the total educational process.

Athletics provide opportunities for students to develop and utilize athletic talents fully in organized competition with students of similar ability. We feel that the ultimate mission of the SAISD Athletic Department as an integral part of the total educational program is to ensure and enhance the quality of life for youth by providing competitive activities that will produce young men and women able to enter the community and become constructive, contributing members of society.

With special concern for youngsters of all ethnic groups and varied backgrounds, the SAISD assists these youths to help them to realize their full potential relative to their growth and development. Basing its programs upon participation, community involvement, and its recognized role as molders of men and women, SAISD is aware of influences of the total environment and so will provide its youth with a competitive, varied, and diversified program, designed not only to teach athletic skills but to also instill good character and teach sound values. Therefore, to accomplish our mission in SAISD, we provide our youth with effective services--based on principles of behavioral guidance which will help achieve health, social, educational, physical, recreational, and cultural development.

### **DEPARTMENT OF ATHLETICS MISSION**

*To engage our coaching staff every day through constant communication, motivation and encouragement to create a positive and meaningful athletic experience for our student-athletes and coaches*

### **DEPARTMENT OF ATHLETICS VISION STATEMENT**

*To create an Athletics Department that provides our coaches and student-athletes with the resources and opportunities needed to be successful at the highest level possible.*

# Athletics Administrative Organizational Chart 2021-2022

**Brian Clancy**

Director of Athletics  
Football, Baseball,  
Softball  
Facilities, Budget

**Todd Howey**

Sr. Executive Director  
Of Athletics

**Barbara Wise**

Assistant AD  
HS Cross Country  
HS Volleyball  
HS Track  
Transportation  
SALC  
Athletic Trainers

**Courtney  
Davis**

Assistant AD  
All MS Sports  
ASL  
(Soccer, Volleyball,  
CC)

**Jerry  
Gonzalez**

Assistant AD  
Basketball  
Tennis  
ASL- Basketball/  
Football  
Facilities/Rentals  
Alamo Stadium

**Maclachi  
Nellum**

Assistant AD  
Soccer  
Swimming/Diving  
Golf  
Wrestling

**Mike Perez**

Athletic Facility  
Specialist  
Sports Complex  
MS/HS Fields

**OFFICE OF DIRECTOR OF ATHLETICS**

**110 Tuleta**

**SAN ANTONIO, TEXAS 78212**

**210-554-2655**

**FAX: 210-228-3137**

**ADMINISTRATORS**

**EXT.**

Todd Howey .....	Senior Executive Athletic Director	54216
Brian Clancy.....	Athletic Director	54212
Barbara Wise.....	Asst. Athletic Director	54211
Jerry Gonzalez.....	Asst. Athletic Director	54221
Malachi Nellum.....	Asst. Athletic Director	54206
Courtney Davis.....	Asst. Athletic Director	54219
Mike Perez.....	Athletic Facility Specialist	32101

**CLERICAL STAFF**

Shauna Salinas.....	Executive Secretary	54216
Jennifer Moreno.....	Secretary	54220
Adriana Ramos.....	Secretary	54214
Vanessa Rodriguez.....	Secretary	54213
Elizabeth De Leon.....	Secretary	54217
Kathleen Lovejoy.....	Budget Analyst/Webmaster	54215

**SAISD POLICE DEPARTMENT**

210-271-3124

## COACH'S/ PRINCIPAL'S CHECKLIST

1. All coaches must have a signed professional acknowledgment form on file in the school office.
2. It is required that a game administrator be designated for all athletic team contests.
3. All coaches must complete the online RCP (Rules Compliance Program) yearly, as prescribed by the U.I.L.
4. A grade check procedure for all sports must be implemented on every campus. Coaches, sponsors, and other faculty members must be aware of their responsibilities.
5. The UIL mandates that each campus develop and have on file, available to all coaches, a campus plan of action for immediate in-house handling of alleged UIL, TEA, and SAISD rules, regulations, and policies.
6. It is the school's responsibility to make sure that all students attending their school meet all the UIL and SAISD rules governing eligibility. It is the responsibility of each school to keep on file the required annual forms for each student who participates in any practice, scrimmage, or game (i.e. medical form, parent permission and acknowledgment of rules form, parent and student steroid notification form, PAPF, special transfer papers, foreign exchange forms, UIL eligibility form (team and/or individuals), Magnet acceptance letters, weekly game report forms, injury forms (football only), concussion acknowledgement form, and sudden cardiac arrest awareness form.
7. All coaches must be full-time employees of the school district and must sign a professional affidavit before the season begins. They also must have a degree from an accredited college or university and a Texas Teaching Certificate.
8. Head coaches in all sports need to distribute to all varsity athletes a written criteria for determining athletic lettering procedures. (See page 54.)
9. All coaches must have a current CPR, AED, First-Aid certification and Concussion Management certification on file with their campus administrator and/or athletic coordinator.
10. All first year coaches must complete the online New Coaches Certification Course at their own expense.

**ALL REQUIRED PAPERWORK AND CERTIFICATIONS MUST BE COMPLETED AND TURNED IN BEFORE COACHES MAY BEGIN STUDENT INSTRUCTION.**

## **SPORTSMANSHIP GOAL**

Responsible behavior where youngsters play hard, play safe, and accept the results of interscholastic competition is SAISD's sportsmanship goal. Keep athletics in perspective.

Given the adverse influence that higher levels of athletic competition have on our communities as well as our student-athletes, it is important that we establish an acceptable standard for sportsmanlike behavior and admonish behavior that is unacceptable.

### **As a coach - we ask that you:**

- Exemplify the highest degree of moral character, behavior, and leadership - adhering to strong ethical standards.
- Respect the integrity and personality of the athlete.
- Teach the rules of the game - both the letter and spirit of the rule.
- Set a good example for players and spectators.
- Respect the integrity and judgment of game officials.
- Teach and reward sportsmanship.
- Do not promote any performance enhancing compounds.

### **Meet with the booster club, and parents:**

- Explain game rules
- Set standards of acceptable behavior.
- Let parents know that their actions can and will effect the team.
- Be aware that admission to an event is a privilege, and with that privilege comes the responsibility to conduct oneself in an appropriate manner.

### **As a student-athlete we ask that you:**

- Accept and understand both the seriousness of your responsibilities and the privilege of representing the school and community.
- Learn the rules of the game.
- Treat opponents the way you would like to be treated.
- Respect the integrity and judgment of game officials.
- Do not consume any performance enhancing compound.

### **Keys to good sportsmanship are simple:**

- Know the rules of the game.
- Recognize good plays in both teams.
- Respect your opponents and their spectators.
- Realize that individual and team errors lose more games than bad calls.
- Practice the golden rule. (Treat others the way you would like to be treated)

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT ATHLETIC DEPARTMENT

## PROCESS FOR DETERMINING UIL ELIGIBILITY

Coaches should check the following criteria to determine academic eligibility for students participating in UIL athletic events. (Exceptions are found in the UIL Constitution and Contest Rules, i.e., honor classes. Ineligible students may practice but may not compete with the team.)

### I. FALL ELIGIBILITY

- \* Students going into grades 7, 8, or 9 must have been promoted to (Not placed in) that grade.
- \* Students going into grades 10, 11, or 12 have two ways they may be eligible for the fall semester:
  1. Receive five credits from the previous year. (When a student receives credits from the previous year, the number of credits from other high school years is not a factor.)
  2. Have accumulated at least 10 credits at the beginning of the third year and 15 credits at the beginning of the fourth year in high school.

Students who either complete summer school courses or correspondence courses prior to the fall semester may apply credits toward fall eligibility.

- \* Students may become eligible for UIL competition at the end of the seventh week of school if at the end of the first six weeks grade check they are passing all courses with an average of seventy or above.

### II. RETAINING ELIGIBILITY

Grade check procedures for schools on a nine-week grading period:

- \* Check grades at the end of the sixth week of school. If a student fails a class on the sixth-week grade check, then he/she will become ineligible on the Friday of the seventh week.
- \* Check grades at the end of the first nine-week grading period. This grade check will be a cumulative grade from week one through week nine. The student that failed at the end of the first six-week grade check can regain eligibility on the Thursday of the tenth week if he/she passes all classes at the end of the first nine-week grading period.
- \* A student that is failing at the end of this nine-week grading period will become ineligible on the Thursday of the tenth week. This student's grades will be checked again at the end of the third week of the grading period. If he/she is passing all classes, he/she will regain eligibility on the Friday of the fourth week. If the student is still failing at the end of the third week, grades will be checked at the end of the sixth week to see if he/she will regain eligibility.
- \* If a student is passing all classes at the end of a nine-week grading period, the student has earned their eligibility for the entire nine-week period and does not need to be checked until the end of the next nine-week period.

## SAISD DATES FOR UIL ELIGIBILITY 2021-2022

- 9/17** End of first six weeks. Check grades on all students involved in extra-curricular programs.
- 9/24 End of seven-day grace period. At the end of the school day, students can lose their eligibility or regain it.
- 10/8** End of first nine-week grading period. Check grades on all students involved in extra-curricular programs. Students that passed first nine-weeks are eligible for the entire second nine-weeks.
- 10/15 End of seven-day grace period. At the end of the school day, students can lose their eligibility or regain it.
- 10/29** End of three-week grade check for second nine-week period. Check only students grades that were failing at the end of the first nine weeks. Students must be passing all courses to regain eligibility. Students that passed second nine-weeks are eligible for the entire third nine-weeks.
- 11/5 End of seven-day grace period. At the end of the school day, students can lose their eligibility or regain it.
- 11/19 ***At the end of the school day all students will be declared eligible thru 11/28. This time is treated just like an intersession.***
- 11/19** End of second three-week grade check for the second nine weeks. Check only students grades that were failing at the end of the first nine weeks and did not regain eligibility after the first three week check. Students must be passing all courses to regain eligibility.
- 12/3 End of seven-day grace period. Students can regain their eligibility.
- 12/17** End of second nine-week grading period. Check grades on all students involved in extra-curricular programs. Students that passed second nine-weeks are eligible for the entire third nine-weeks.
- ***At the end of the school day all students will be declared eligible thru 1/10. This time is treated just like an intersession.***
- 1/14 End of seven-day grace period. Students can lose or regain their eligibility.
- 1/28** End of three-week grade check for third nine-week period. Check only students' grades that were failing at the end of the second nine-weeks. Students must be passing all courses to regain eligibility.
- 2/4 End of seven-day grace period. At the end of the school day, students can regain their eligibility.
- 2/18** End of second three-week grade check for third nine weeks. Check only students' grades that were failing at the end of the second nine weeks and did not regain eligibility after the first three-week check. Students must be passing all courses to regain eligibility.
- 2/25 End of seven-day grace period. At the end of the school day, students can regain their eligibility.
- 3/3** End of third nine-week grading period. Check grades on all students involved in extra-curricular programs. Student that passed third nine weeks are eligible for the entire fourth nine-weeks.
- ***At the end of the school day all students will be declared eligible thru 3/14. This time is treated just like an intersession.***
- 3/17 End of seven-day grace period. At the end of the school day, students can lose their eligibility or regain it at the regular close of instruction.
- 4/1** End of three-week check for fourth nine-week period. Check only students grades that were failing at the end of the third nine-weeks. Students must be passing all courses to regain eligibility.
- 4/8 End of seven-day grace period. Students can regain their eligibility.
- 4/22** End of second three-week grade check for the fourth nine-weeks. Check only students' grades that were failing at the end of the third nine-weeks and did not regain eligibility after the first three-week check. Students must be passing all courses to regain eligibility.
- 4/29 End of seven-day grace period. At the end of the school day, students can regain their eligibility.

## PREVIOUS ATHLETIC PARTICIPATION FORM PROCEDURES

1. The head coach will assist the parents or guardian in filling out the most current PAPF and questionnaire from the UIL Website.
2. The head coach will verify that student's new address is in their attendance zone. This can be done by using iDataPortal – Address Lookup.
3. The head coach will make a home visit to verify that the student and family do live at the address given. (ATTACH HOME VISIT FORM TO PAPF).
4. The head coach will verify student's date of birth from their PRC (Permanent Record Card).
5. The head coach will verify student's date of first enrollment in 9<sup>th</sup> grade from their PRC (Permanent Record Card).
6. The head coach will verify student's first enrollment in new school.
7. The head coach will attach a copy of the divorce decree to the PAPF if the parents are divorced.
8. The PAPF will be reviewed by the athletic coordinator to make sure all information has been completed and there are no further explanations needed.
9. The PAPF will be reviewed by an assistant athletic director to insure all information has been completed and there are no further explanations needed.
10. The PAPF will be sent to the DEC chairman for consideration.
11. DEC chairman will send notice of PAPF's that have no "red flags" to DEC members, High School Athletic Coordinators and all Athletic Office Administrators. After a 48 hour grace period the PAPF's will be approved if there are no objections. Any PAPF's with "red flags" will be placed on the next DEC agenda.
12. When PAPF's have been finalized the DEC chairman will keep the original and send a copy to the Athletic Director to be kept on file in the Athletic Office. Copies should also be sent to the Principal and Athletic Coordinator of school involved.

### ***Who should complete a PAPF ?***

All new students in grades 9-12 who have ever practiced or participated in any UIL athletic activity in grade 8-12 at another school MUST have this form completed by the previous school (last school of participation) and be approved by the District Executive Committee before they are eligible to participate at the varsity level at the new school. The only exceptions will be incoming freshmen that have lived in the high school attendance zone and attended the entire eighth grade year at a middle school that is in that high school's feeder pattern.

***Any new student who will be competing at the varsity level, did not come from a 100% feeder school from your attendance zone, and has not been enrolled in your school continuously for 365 days should be given a home visit and have a visitation form on file.*** (Page, Lowell, Davis, King, Longfellow and Rhodes are 100% feeder schools for their respective high schools.) **These procedures are recommended by the athletic office as a guideline. It is ultimately the head coach's responsibility to certify eligibility based on all U.I.L. rules in the Constitution & Contest Rules Book.**

# HOME VISITATION FORM

Student Athlete Name: \_\_\_\_\_ Grade \_\_\_\_\_ ID# \_\_\_\_\_

Address Visited: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Visiting Coach: \_\_\_\_\_ Other School Personnel: \_\_\_\_\_

\_\_\_\_\_  
Signature of Visiting Coach

\_\_\_\_\_  
Signature of Other School Personnel:

Sport: \_\_\_\_\_

Findings: \_\_\_\_\_

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

Individual(s) spoken to:

Relationship to Student Athlete:

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

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

***Familiarize yourself with Section 442 (pages 43 and 44) in the UIL Constitution & Contest Rules.***

## **Questions / Observations**

1. Who resides at this residence?
  - a. Does this student live here?
  - b. Do all members of the family live at the residence?
2. Do parents have another residence?
3. Do parents have personal effects in the residence? (*i.e. furniture, clothing, pictures, etc.*)
4. Provide verification that the parents reside at this residence (*rent receipts, bill of sale, mail, electric bill, phone bill, voter registration card or drivers license*)

\_\_\_\_\_  
Signature of Head Coach

\_\_\_\_\_  
Signature of Athletic Coordinator

\_\_\_\_\_  
Signature of Principal

## **SAISD MAGNET PROGRAM ELIGIBILITY RULES**

A student is eligible in athletics the first year he/she has the opportunity to transfer to a magnet program. The residence rule is waived if the student leaves the school and returns to the school of the parents' residence. The student is not eligible for varsity athletic competition for at least one year from the date of his/her enrollment in the home school.

Eighth-grade students may apply for admission to any of the magnet programs, regardless of where they live in the district.

## **VISITATION POLICIES TO MIDDLE SCHOOL**

High school coaches are **ENCOURAGED** to visit their feeder middle schools. All visits should begin by signing in at the main office with the principal.

High school coaches should be cautious in visits to middle schools that are not their feeder middle schools. These visits should be **ONLY** with the permission of the campus principal and the coach should only address those students that live in that coaches' attendance zone.

High school coaches should only attend banquets or special programs at the schools that are considered to be in your feeder system. **SAISD FEEDER SCHOOL ALIGNMENTS**

### **BRACKENRIDGE**

POE

(Academies – Bohnam, Bowden, , Japhet)

### **BURBANK**

HARRIS

LOWELL (100%)

### **EDISON**

WHITTIER

(Academies - Cotton, Rogers, Beacon Hill, Hawthorne)

### **FOX TECH**

### **HIGHLANDS**

HOT WELLS

ROGERS

(Academies – Mission, Democracy Prep)

### **HOUSTON**

DAVIS (100%)

KING ACADEMY (100%)

### **JEFFERSON**

LONGFELLOW (100%)

(Academies - Fenwick , Woodlawn)

### **LANIER**

RHODES (100%)

TAFOLLA

IRVING

(Academies - Crockett)

### **YWLA**

YWLA M.S. (100%)

### **YMLA**

YMLA MS (100%)

## GENERAL ELIGIBILITY RULES HIGH SCHOOL

Eligibility rules are found in Section 400 and 440 of the *Constitution and Contest Rules*. Any time you have a question regarding a student's eligibility, you should consult with your school principal or superintendent. For any student who is new to your school, residence requirements according to Sections 400 (d) 440, and 442 should be thoroughly investigated.

Students are eligible to represent their school in interscholastic activities if they:

- \* are not 19 years of age or older on or before September 1 of the current scholastic year. (See 504 handicapped exception.)
- \* have not graduated from high school.
- \* are enrolled by the sixth class day of the current school year or have been in attendance for fifteen calendar days immediately preceding a varsity contest. The students shall attend the participant school he wishes to represent prior to the deadline for district certification or he will be ineligible for post-district competition in that sport.
- \* are full-time day students in a participant high school.
- \* initially enrolled in the ninth grade not more than four calendar years ago.
- \* are meeting academic standards required by the law.
- \* live with their **parents** inside the school district attendance zone their first year of attendance. (Parent residence applies to varsity athletic eligibility only.) When the parents do not reside inside the district attendance zone, the student could be eligible if: he has been in continuous attendance for at least one calendar year and has not enrolled at another school; no inducement is given to the student to attend the school (i.e. students or their parents must pay their room and board when they do not live with a relative; students driving back into the district should pay their own transportation costs); and it is not a violation of local school or TEA policies for the student to continue his attendance at the school. Students placed by the Texas Youth Commission are covered under Custodial Residence (see Section 442 of the *Constitution and Contest Rules*).
- \* have observed all provisions of the Awards Rule.
- \* have not represented a college in a contest.
- \* have not been recruited. (Does not apply to college recruiting as permitted by rule.)
- \* have not violated any provision of the summer camp rule. Incoming 10-12 grade students shall not attend a baseball, basketball, football, soccer, or volleyball camp in which a seventh through twelfth grade coach from their school district attendance zone, works with, instructs, transports, or registers that student in the camp. Students who will be in grades 7, 8, and 9 may attend one baseball, one basketball, one football, one soccer, one softball, and one volleyball camp in which a coach from their school district attendance zone is employed, for no more than six consecutive days each summer in each type of sports camp. Baseball, Basketball, Football, Soccer, Softball, and Volleyball camps where school personnel work with their own students may be held in June, July and August prior to the second Monday in August. If such camps are sponsored by school district personnel, they must be held within the boundaries of the school district and the superintendent or his designee shall approve the schedule of fees.

- \* have observed all provisions of the Athletic Amateur Rule. Students may not accept money or other valuable consideration (items which are wearable, salable or usable) for participating in any athletic sport during any part of the year. Athletes cannot allow their names to be used for the promotion of any product, plan or service. Students who inadvertently violate the amateur rule by accepting valuable consideration may regain athletic eligibility by returning the valuable consideration. If individuals return the valuable consideration within 30 days after they are informed of the rule violation, they regain their athletic eligibility when they return it. If they fail to return it within 30 days, they remain ineligible for one year from when they accepted it. During the period of time from when students receive valuable consideration until they return it, they are ineligible for all varsity athletic competition. Minimum penalty for participating in a contest while ineligible is forfeiture of the contest.
- \* did not change schools for athletic purposes.

## **OTHER REGULATIONS**

1. **LIMITATION ON AWARDS.** Schools may give one major award, not to exceed \$70.00 in value to a student during high school enrollment at the same school for participation in one of the UIL interschool competitions listed in Section 380. One additional symbolic award, not to exceed \$10.00 in value, may be presented for participation in each additional UIL activity listed in Section 380. The \$10.00 award shall not be given to a student for an activity during the same year that the major award is given for an activity.
2. **FORMS.** It shall be the responsibility of each school to keep on file the required annual forms for each student who participates in *any practice, scrimmage, or game*.
  - a. **Medical Form.** Annual physical exam signed by a physician or physical exam upon entry into high school, and in intervening years, only a medical screening shall be required. (Note: Physicals may be required each year by local school adoption.)
  - b. **Parent Permit and Acknowledgment Form.** Annual participation permit signed by the students parent or guardian and UIL Rules and Acknowledgment Form signed by the student and the student's parent or guardian.
  - c. **Parent and Student Notification Forms.**
    - \* Steroid
    - \* Sudden cardiac arrest awareness
    - \* Concussion acknowledgement
  - d. **Eligibility Form (Individual and Team).** Required for varsity athletes only. Copies are to be sent to the District Executive Committee and to the UIL office before the first contest.
  - e. **PAPF (Previous Athletic Participation Forms).** A student who has represented another school (eighth grade or above) any previous year in any UIL athletic activity is ineligible in the sport or sports in which he/she participated for one calendar year in a school to which he/she changes until: (1) his/her parents have a bona fide residence within the district; (2) the student has a release, signed by the Superintendent of the district or by the Principal and coach of the school he/she previously attended; (3) the students parents sign a statement (in the presence of school officials or notary) that the parents reside in a bona fide residence within the district or attendance zone and the change of schools was not made for athletic purposes; (4) the students change is approved by the District Executive Committee of the district to which he/she is changing before the student competes at the varsity level.

f. **Late Forms.** If the Previous Athletic Participation Form or Eligibility Blank was not filed prior to competition, and it was an inadvertent error and the student is actually eligible under Subchapter M of the Constitution, the district executive committee is not required to demand forfeiture or to rule the student ineligible. The committee may assess the minimum penalty of private reprimand.

g. **Foreign Exchange Students.** Foreign exchange students in approved CSIET foreign exchange programs are allowed to apply for exceptions to the residence rule through the UIL waiver process. A waiver could be granted in certain activities if they have not received advanced training or have not had extensive experience in the activity of their choice.

h. **Varsity Athletic Eligibility for Over-Age Students.** Subject to the other eligibility rules of the UIL *Constitution and Contest Rules*, an individual is eligible to participate in a League varsity athletic contest as a representative of a participant school if that individual is less than 19 years old on September 1 preceding the contest; or has been granted eligibility based on a handicapping condition which delayed his or her education by at least one year and the student is currently in special education and under the auspices of an ARD Committee or has been identified as a 504 student (The Varsity Athletic Eligibility for Over-Age Student Form is located in the back of this manual.)

### 3. PARTICIPATION

a. **Sundays.** No member school shall sponsor individuals or teams in any practice or school competition on a Sunday in a League athletic or a contest similar to one offered by the League. *Note:* Regional or state tournament directors may schedule postponed or weather delayed regional or state contests on Sunday afternoon or evening with prior approval of the participating schools and with prior permission from the UIL Athletic Staff. Golf Exception: If the regional and/or state golf tournaments are scheduled on a Monday, the one 18-hole practice round allowed at the regional and/or state tournament site may be played on the Sunday afternoon preceding the meet if permitted by the regional or state spring meet director general. Tennis Exception: If the regional and/or state tennis tournaments are scheduled on a Monday, participants may be accompanied to or transported to a tennis court on Sunday by the school coach to allow the athletes to stretch and hit in preparation for the tournament. The regional or state meet director general must give prior permission to use the courts.

b. **Off-Season Regulations.**

(1) **Team Practice.** School teams shall be prohibited from practicing team skills before or after school except during the specified practice dates and during the one allowable period during the school day.

(2) **Power lifting.** Off-season athletes whose schools have an athletic period during the school day may not participate on power lifting teams unless weight training is provided for off-season athletes during the in-school-day athletic period. It would also make it a violation for power lifting teams to be limited to athletes or to be required as part of an athletes off-season program.

(3) **Off-Season Participation.** Varsity or non-varsity athletes shall not be required to participate in an off-season program on the day of an in-season competition.

(4) **Practice Regulations Outside the School Year.** Any practice conducted by a school team outside the school year must be in accordance with the following regulations. (Football and Volleyball must also adhere to UIL beginning and ending dates.

a. Student athletes shall not engage in more than three hours of practice activities on those days during which one practice is conducted.

b. Student athletes shall not engage in more than five hours of practice activities on those days during which

two practices are held.

c. The maximum length of any single practice session shall be three hours.

d. On days when more than one practice is conducted, there shall be, at a minimum, two hours of rest/recovery time between the end of one practice and the beginning of the next practice.

(5) **Participation Requirement.** Students shall not be required to participate in one school sport as a prerequisite for participation in another school sport.

(6) **Policies.** Written school policies for use of facilities during the off-season, outside the school day, and during the summer months should be approved by the school administration and dispersed to all staff and students.

(7) **Off-Season Period Limits.** Off-season activities are limited to one regular classroom period (max. 60 minutes) per day within which all suiting out, relating activity, and redressing must occur.

c. **Holiday Restriction.** No school facilities, personnel or equipment may be used during five consecutive holiday days, to include December 24, 25, and 26. Travel is permitted on December 26, if a morning tournament game is scheduled on December 27. Suggested activities or directions by school personnel will be a violation of this regulation. Different teams in a school (girls' basketball versus boys' basketball) may select different five consecutive day periods for this moratorium.

When December 26 falls on a Thursday, schools may participate in a tournament game on December 26 – still following the five consecutive day restriction including December 24,25. Travel is not permitted on December 25. A team that has a game on December 23 can travel home on December 24.

#### 4. RULES ENFORCEMENT AND VIOLATIONS

a. **District Executive Committee.** It shall be the duty of the DEC to: 1) enforce all rules and regulations; 2) investigate and check eligibility of athletes; 3) uphold principles of high school athletics as a valuable educational activity; and 4) arrange a schedule for district competition and representation.

b. **Protests.** All protests shall be in writing and signed by the superintendent and must be made to the proper committee within 24 hours after the contest is completed. A protest based on the alleged ineligibility of a player may be made at any time. **Protests of officials/judges decisions, rulings, judgment calls, etc. will not be accepted.**

c. **School Authority Responsibility.** The superintendent shall be responsible for the proper conduct of athletic contest in a school system.

d. **Observe Rules.** Each school shall abide by all rules contained in the Constitution. In case an ineligible contestant is used in any League game, knowingly or unknowingly, the minimum penalty shall be forfeiture of the game.

e. **Rule Violations.** Students who violate the rules shall be ineligible for at least one year from the date of the violation unless otherwise specified by rule. Regulations in the athletic plans of the *Constitution and Contest Rules* govern all varsity and sub-varsity teams. Specified rules within the junior high section of the Constitution govern eighth grade and below.

f. **Penalties.** (1) Fighting, i.e. unauthorized entrance on to the playing field/court area to engage in a fight with an opponent, teammate, fan, and/or official and (2) Failure to complete an athletic contest, i.e. removing a team from field/court in protest, will be included under the UIL

penalty structure.

5. **COACHES.** All coaches must be full-time employees of the school district. All coaches/sponsors at all levels must sign a professional affidavit before the season begins. Coaches who knowingly and willfully violate rules may be penalized according to the *Constitution and Contest Rules* by the District Executive Committee (private reprimand) or State Executive Committee (private reprimand, public reprimand, suspension). **EXCEPTION:** Retired school people with 20 years of service in public schools may serve as part-time director of the One-Act Play contest in grades 9-12 and as part-time head or assistant athletic coaches in grades 9-12 in all individual sports and as part-time assistant coaches in all other team sports in grades 9-12.
6. **CONTESTS DURING THE SCHOOL WEEK.** According to the State Board of Education mandates, students may only participate in one contest per activity during the school week.  
**Exception:** District varsity contests postponed due to weather or public disaster may also be scheduled during the school week, but must be rescheduled and played within seven days of the postponement in order to be played as an exception. Post-season competition may also be scheduled as an exception to the one contest during the school week. **School week** means the week beginning at 12:01 AM on the first instructional day of a calendar week and ends at the close of instruction on the last instructional day of the calendar week, excluding holidays. Post-District play means competition in UIL play-off series or contests such as --Bi-District, Area, Regional, etc.
7. **PRACTICE TIME.** According to the State Board of Education, practice time outside the school day is limited to eight hours per school week per activity from Monday 12:01 AM through the end of the school day Friday. (This does not include travel time to games/matches scheduled during the school week. See definition of school week above.)
8. **ADULT SUPERVISION.** A coach or adult supervisor must always accompany students. A student shall not represent his or her school at any time in connection with interscholastic competition unless accompanied by a coach or another appointed member of the school faculty.  
**Exception:** A non-school person may serve as the adult supervisor of students when appointed by the administrator in areas where no coaching/directing takes place. These individuals may provide the transportation to and from the activity and be responsible for the supervision of the participants.
9. **SCHEDULES.** Athletic schedules will not be considered official until approved by the superintendent of the member school district.
10. **CHEMICAL ABUSE PROGRAMS.** Schools are strongly encouraged to develop alcohol and drug abuse prevention education programs. The UIL staff will provide assistance to coaches, sponsors and administrators in developing educational programs and referral procedures.

## **NON-SCHOOL PARTICIPATION**

### **A. ALL-STAR BASKETBALL, FOOTBALL, AND VOLLEYBALL GAMES.**

No Athletic Director, coach, teacher, school administrator, or school district shall at any time assist directly or indirectly with the coaching, management, direction, selection of players, promotion, officiating, or allow public school facilities or equipment to be utilized in any basketball, football, or volleyball all-star game (except Texas High School Coaches Association games, Oil Bowl and regularly scheduled church and recreational league games) in which one or more of the competing teams is composed of one or more players who, during the previous school year, were members of a high school team in that sport. Any member high school violating the provisions of this all-star contest rule shall be subject to penalty.

### **B. OFF-SEASON PARTICIPATION IN NON-SCHOOL TEAM SPORTS.**

1. School coaches shall not coach students from their own attendance zone on a non-school team, with the exception of their own adopted or birth children.
2. School equipment shall not be used for non-school teams/leagues.

### **C. COACHING RESTRICTIONS.** For non-school competition before and after the school season, school coaches may assist in organizing, selecting players and coaches, and supervising facilities. School coaches shall not coach or instruct students from their school district attendance zone. School coaches shall not be involved with these non-school activities on school time.

### **D. COLLEGE AND UNIVERSITY TRYOUTS.** UIL member school facilities shall not be used for college/university tryouts. Neither schools nor coaches shall provide, equipment, or defray expenses for students attending college tryouts. Any contest at which a higher admission fee is charged to college coaches than is charged to parents or other adults is considered to be a college tryout.

### **E. OFF-SEASON SCHOOL FACILITY USE.** Athletes may attend open gyms, facilities, and weight rooms. School personnel shall make every effort to see that students understand that participation is strictly voluntary and never required. Participation shall not be a prerequisite for trying out for a school team. Coaches may be present to supervise the facilities. They shall not provide specific instruction in sport skills. Weight lifting instruction is permitted and progress charts may be kept.

### **F. BASEBALL, BASKETBALL, FOOTBALL, SOCCER, SOFTBALL, AND VOLLEYBALL CAMPS WHERE SCHOOL PERSONNEL WORK WITH THEIR OWN STUDENTS.** In June, July, and August, on non-school days prior to the second Monday in August, all students other than students who will be in their second, third, or fourth, year of high school may attend one camp in each team sport, held within the boundaries of their school district, in which instruction is given in that team sport, and in which a 7th-12th grade coach from their school district attendance zone works with them, under the following conditions:

1. **Number of Days.** Attendance at each type of sports camp is limited to no more than six consecutive days.
2. **Prohibited Activities.** Students shall not attend football camps where contact activities are permitted.
3. **Fees.** The superintendent or a designee shall approve the schedule of fees prior to the announcement or release of any information about the camp. Section 20.53 (f) of the Texas Education Code requires school districts to adopt procedures for waiving fees charged for participation if a student is unable to pay the fee, and the procedures must be made known to the public. Fees for all other students shall be paid by the students and/or their parents.

### 4. **School Equipment:** Schools may furnish, in accordance with local school district policies, school-owned

equipment, with the following restrictions.

- a. Schools may not furnish any individual baseball, basketball, football, soccer, softball, or volleyball player equipment including uniforms, shoes, caps, gloves, etc., but may furnish balls and court equipment including nets, standards, goals, etc., for volleyball.

#### **G. SUMMER STRENGTH/CONDITIONING PROGRAMS:**

Summer strength and conditioning programs may be conducted by school coaches for students in grades 7-12 from that coach's attendance zone only under the following conditions.

1. Sessions may be conducted by school coaches only on Monday through Thursday for six weeks during summer vacation until the second Monday in August and shall be no more than two consecutive hours per day.
2. A student shall attend no more than one two-hour session (conducted by a school coach) per day. Schools must take administrative care to prohibit an athlete from working with one school coach for two hours and a separate school coach for another two hours.
3. Sessions conducted by school coaches shall include only students who are incoming seventh graders or above.
4. Sessions shall include only strength and conditioning instruction and exercises. Sport specific skill instruction is prohibited. Sports specific equipment (balls, dummies, spacer dummies, sleds, contact equipment) is prohibited. Specific groupings of athletes by sport or position is prohibited.
5. School shirts, shorts and shoes may be provided by the school (at local school option).
6. Attendance shall be voluntary. Coaches shall not require athletes to attend in order to try out for or participate in any UIL sport. Attendance records shall be kept, however students shall not be required or allowed to make up missed days. Students may work out on their own, without direction of the school coach.
7. Fees, if any, shall be established and approved by the superintendent and collected by the school. The Texas Education Code requires school districts to adopt procedures for waiving fees charged for participation if a student is unable to pay the fee, and the procedures must be made known to the public. Fees for all other students shall be paid by the students and/or their parents.
8. Any payment for conducting strength and conditioning sessions to school coaches who instruct students from their attendance zone shall be from the school and no other source.

#### **H. AMATEUR ATHLETIC RULES:**

##### **(a) VALUABLE CONSIDERATION SCHOOL TEAMS AND ATHLETES MAY ACCEPT:**

1. Pre-Season. School athletic teams may be given pre-season meals, if approved by the school.
2. Post-Season. School athletic teams may be given post-season meals, if approved by the school. Banquet favors or gifts are considered valuable consideration and are subject to the Awards and Amateur Rules if they are given to a student athlete at any time.
3. Other. If approved by the school, school athletic teams and athletes may be invited to and may attend functions where free admission is offered, or where refreshments and/or meals are served. Athletes or athletic teams may be recognized at these functions, but may not accept anything, other than food items, that is not given to all other students.

##### **(b) ADDITIONAL VALUABLE CONSIDERATION THAT SCHOOL TEAMS AND ATHLETES MAY ACCEPT:** Examples of items deemed allowable under this interpretation if approved by the school, include but are not limited to:

1. Meals, snacks or snack foods during or after practices;
2. Parties provided by parents or other students that are strictly for a school athletic team.\

## GENERAL ELIGIBILITY RULES AND REGULATIONS MIDDLE SCHOOL

### **I. Eligibility Requirements for Seventh and Eighth Grade Participants**

Students are eligible to represent their school in interscholastic activities if they:

- A. For seventh grade competition- have not reached their 14th birthday on or before September 1.
- B. For eighth grade competition- have not reached their 15th birthday on or before September 1.
- C. Is a full-time student in grade seven or eight at the school he/she represents or is a sixth grade student who will be too old to participate the following year as a seventh grader and who has a disability which delayed his or her education by at least one year. The sixth grade student must live within the attendance zone of the middle school at which he/she participates.
- D. Have been in attendance and have passed the number of courses required by State Law and by rules of the State Board of Education. (The fact that a student is a transfer and his/her parents reside in another attendance zone does not affect the eligibility of a middle school student.)
- E. Have not repeated the seventh or eighth grade for athletic purposes. A student who repeats the seventh or eighth grade for athletic purposes shall be eligible for only two consecutive years in seventh and eighth grade athletic competition after the first enrollment in the seventh grade. A student held back one year in the seventh or eighth grade for athletic purposes shall lose his fourth year of eligibility after entering the ninth grade. A student held back for two years for athletic purposes shall lose his third and fourth years of eligibility after entering the ninth grade.

The school principal and/or counselor should place documentation in a student's permanent file when a student is retained in the seventh or eighth grade for other reasons.

- F. Have not changed schools for athletic purposes.

### **MAGNET PROGRAMS**

Eighth grade students may apply for admission to any of the magnet programs, regardless of where in the district they live.

A student is eligible in athletics the first year he has the opportunity to transfer to a magnet program. If the student leaves the school and returns to the school of the parents' residence, the student is not eligible for varsity athletic competition for at least one year from the date of his enrollment in the home school.

### **II. Limitation of Awards – (As per U.I.L. Constitution)**

- A. **Awards to Individuals.** A member school may not give, and a student may not accept, awards for participation in interschool competition in excess of \$10.00 per year (total for all UIL school activities). A student may accept a symbolic award in recognition of his/her achievement in an interschool contest if it is given by the organization conducting the contest (e.g., all-tournament awards, ribbons, plaques, and medals).
- B. **Awards to Schools.** A district championship trophy or award may be awarded by the district executive committee.

### **III. General Regulations**

- A. **Designated Administrator.** It is required that schools have a designated administrator at all home events. This person should be someone other than the person coaching the contest.
- B. **Rules Jurisdiction.** All public schools that participate in seventh and eighth grade UIL activities must abide by

public school laws, TEA regulations, and UIL regulations.

C. **Non-discrimination Policy.** Section 384 of the Constitution and Contest Rules stipulates the following:

Students otherwise eligible shall not be denied because of race, color, sex, religion, or national origin the equal opportunity to try out for, and if selected, participate in:

1. Any of the individual sports (cross country, golf, swimming, tennis, and track and field). However, schools may not permit mixed or unequal individual plans for boys and girls.
2. The Team Tennis Plan, except boys may not qualify for girls' positions on a mixed team, nor may girls qualify for boy's positions on a mixed team.
3. The corresponding athletic plans for boys baseball/girls softball; boys/girls basketball; boys/girls soccer. However, a school which does not offer girls softball, basketball, or soccer, must allow girls to try out for, and if selected, participate on the boy's baseball, school offers corresponding sport for both boys and girls.

**Exception:** Only girls may try out for and participate on girl's middle school volleyball teams.

D. **Physical Examination.** A physical examination is required the first year in middle school athletic competition. Schools may opt to use a medical history survey (which is printed on the back of the UIL Physical Exam) for the remaining years that a student is in middle school.

E. **Scheduling.** All team sports, games, contests, or tournaments (including district competition) shall not begin prior to the end of the academic school day.

F. **Sunday Restriction.** A member school shall not sponsor individuals or teams in any practice or school competition on a Sunday in a League athletic contest or a contest similar to one offered by the League.

G. **Rules and Compliance Program.** All coaches will complete RCP training yearly by logging onto the UIL Website to register and complete RCP training. Coaches who have been ejected from a contest will be required to appear before a state UIL committee at their own expense. If a coach is ejected from a contest, the coach must meet with the Executive Athletic Director the following day, and may be subject to, but not limited to, suspension from the following game. All coaching ejections shall be reported to the Principal, Athletic Director and Campus Coordinator immediately following the game.

H. **Holiday Restriction.** Middle schools shall select any five consecutive days which include December 24, 25, and 26 for the holiday restriction. No school facilities, personnel or equipment may be used during the five consecutive days. No practice shall be permitted on any of the five consecutive days. Any organized or required practice will be a violation of this regulation, with the following exceptions:

1. When December 26 falls on a Thursday, schools may participate in a tournament game on December 26.
2. No practice shall be permitted on any of five consecutive days.
3. Travel is permitted on the 26 if a morning game is scheduled on December 27.

I. **Officials**

1. **Responsible School.** Home school is responsible for payment of officials. Officials' receipts will be initiated by the home school coaches. Signed officials' receipts will be turned into the school secretary and a copy sent to the Athletic Office.

2. **Fee Schedule.** The schedule of fees shall not exceed that of the maximum fee schedule as listed in the high school athletic plan.
3. All schools must use UIL registered officials.

- J. **Team Sport Tournament Regulations (Basketball, Football, Soccer, and Volleyball).** **Definition:** At least three teams assembled on days other than Sunday for an elimination contest. Tournament games shall not begin prior to the end of the academic school day. Round Robin tournaments limited to five teams and pool play tournaments limited to eight teams (16 teams in volleyball) are permitted. In baseball, basketball, softball, and soccer, contestants or teams shall play no more than three tournament matches per calendar day, except contestants or may play in four matches per calendar day in a one day tournament scheduled on a Saturday or a two tournament.
- A school team may substitute two games/matches for a tournament. A district tournament shall count as one of the allowable tournaments or each game played in the tournament shall be counted in the maximum games/matches allowed (e.g. in basketball: either 12 games/interscholar scrimmages and 2 tournaments; or 14 games/scrimmages and 1 tournament; or 16 games/scrimmages and no tournament).
- K. **Team Sport Rule Modification.** Any extension of a game in baseball, basketball, football, softball, or soccer shall involve different players from those who participated in the earlier contest. (Any extension means any additional time i.e. another quarter played at the end of a regulation middle school game. The additional play shall count as one of the allowable contests per school week, calendar week, or season for the individuals participating. Schools shall count the contest as one of the allowable contests in that sport. Schools are allowed to pay an additional partial game fee to officials.
- L. **Scrimmage.** A practice game between at least two different schools.
- M. **Practice Time.** State Board of Education regulations indicate that practice time outside the school day is limited to eight hours per school week per activity. School week means the week beginning at 12:01 a.m. on the first instructional day of a calendar week and ends at the close of instruction on the last instructional day of the calendar week, excluding holidays.
- N. **Recommended Standards.** Seventh and eighth grade activities should be held on a non-school night, at non-school times (Saturdays). Activities held on a school night should be scheduled to end in time to allow students to be back at home no later than 10:00 p.m. Note: It is highly recommended that no contest be scheduled on a night prior to a semester or a six-weeks exam.

## V. Team Sport Regulations

### A. Basketball

1. **Number of Games.** No team or student shall compete in more than 12 games and 2 invitational or district tournaments. Two games may be substituted in place of a tournament. A scrimmage counts as one of the 12 games and may not be scheduled or played until the starting date for games.
2. **Number of Games Per Week.** One game/scrimmage per week may be played. A tournament may be played in the same calendar week of a game. Contestants shall play no more than 3 games in a one day tournament on Saturday, or 2 games on a weekday. See General Regulations Letter J.
3. **Season for Workouts and Games.** Schools shall have 121 consecutive days to practice outside the school day; 93 of the 121 consecutive calendar days may be used to complete scrimmages and games. The season begins with the first day of practice outside the school day or with the first scrimmage/contest when there is no after school practice. The season can be held anytime during the school year, provided it does not exceed the number of consecutive calendar days listed above.

4. **No Playoffs.** There shall be no post-season playoffs.
5. There will be no duplication of numbers on jerseys, and **home teams must wear light jerseys, visiting teams' dark jerseys** following the same procedure as the high schools.

#### B. Football

1. **Number of Games.** No team or student shall compete in more than 9 (but recommend 8) football games. A scrimmage counts as one of the allowable games and cannot take place before the first allowable day for games.
2. **Number of Games Per Week.** One game or scrimmage may be played per calendar week. There must be a minimum of five days between contests. See General Regulations letter J.
3. **Season for Workouts and Games.** Practice shall not begin prior to the first day of school. Football equipment may be checked out to players on any one day during the week proceeding the first day of school. The first day for scrimmages or games shall be no earlier than the Tuesday after the first Thursday in September. **EXCEPTION:** Schools may scrimmage or play the first game earlier but only if they have had four days of practice without any contact equipment (except helmets) and seven additional days of contact practice. The last day for a middle school football game is the district certification date for conference AAAA, A and Six-man with byes.
4. **Off-Season Workouts.** Accelerated physical education activities, calisthenics, individual football skills, strength training or conditioning exercises may be conducted during the school term within the school day, (provided such activities do not exceed one regular class period -- not to exceed 60 minutes). Eleven-man mechanics are permissible; however, no contact equipment may be used. Activities before or after school or during the noon hour are specifically prohibited. Allowed equipment is limited to football, molded rubber sole cleated shoes, passing and punting machines, and physical education attire. Air or padded blocking dummies or devices, and other similar devices are in violation.
5. **Preseason or Summer Practice for Junior High (8<sup>th</sup> Grade and below) or Elementary School Students.** Schools may not: (a) hold any preseason football practice in middle school, or (b) conduct any spring training either in elementary school or middle school (eighth grade and below) the preceding spring. Students in the ninth grade may participate in spring training in Conference AAAAA schools provided (1) that such participation is on site and at the same time as the high school squad practices and (2) that said high school is the one which the ninth grade students will attend the following fall. Penalty for violations shall be assessed by the appropriate executive committee.
6. **No Playoffs.** There shall be no post-season playoffs.
7. There will be no duplication of numbers on jerseys, and **home teams must wear dark jerseys, visiting teams light jerseys** following the same procedure as the high schools.

#### D. Soccer

1. **Number of Games.** No team or student shall compete in more than 10 games/scrimmages and 2 invitational or district tournaments. Two games may be substituted in place of a tournament. A scrimmage counts as one of the 10 games and may not be scheduled or played until the starting date for games.
2. **Number of Games Per Week.** One game/scrimmage per calendar week is permitted. A tournament may be played in the same calendar week of a game. See General Regulations letter J.
3. **Season for Workouts and Games.** Schools shall have 86 consecutive calendar days to practice outside the

school day; 76 of the 86 consecutive calendar days may be used to complete scrimmages and games. The season begins with the first day of practice outside the school day or with the first scrimmage/contest when there is no after school practice. The season can be held anytime during the school year, provided it does not exceed the number of consecutive calendar days listed above.

4. **No Playoffs.** There shall be no post-season playoffs.

5. **Tied games** will be decided by a shoot-out. (2-2) If still tied, goes to shoot- out (one-one) until winner is determined.

#### E. **Volleyball**

1. **Number of Matches.** No team or girl shall compete in more than 12 matches and 2 invitational or district tournaments. Two matches may be substituted in place of a tournament. If a team or student does not play in any invitational or district tournaments, 4 additional matches may be played. A scrimmage shall count as one of the 12 matches and may not be scheduled or played until the starting date for games.

2. **Number of Matches Per Week.** One match or dual match or scrimmage per calendar week may be played. A tournament may be played in the same calendar week of a match. Contestants shall play no more than four tournament matches in a one day tournament scheduled on Saturday, and no more than three tournament matches per week day.

3. **Season for Workouts and Matches.** Practice shall not begin prior to the first day of school. Schools shall have 86 consecutive calendar days to practice outside the school day; 79 of the 86 consecutive calendar days may be used to complete scrimmages and matches. \*The season begins with the first day of practice outside the school day or with the first scrimmage/contest when there is no after school practice. The season can be held anytime during the school year, provided it does not exceed the number of consecutive calendar days listed above.

\* Volleyball equipment may be checked out to the players on any one day during the week proceeding the first day of school.

4. **No Playoffs.** There shall be no post-season playoffs.

#### V. **INDIVIDUAL SPORTS (Cross Country, Golf, Swimming, Tennis, Track & Field)**

A. **Number of Contests Per Week.** Individual sport participants are limited to one contest, meet, or tournament per week.

B. **Number of Meets/Tournaments.** No team or student shall compete in more than 6 meets or tournaments including the district meet/tournament.

C. **Exception to Six Meet/Tournament Limitation.**

1. **Cross Country, Golf, Swimming, Track & Field.** Schools may also hold competitions with three or fewer schools provided there is no loss of school time. The competition will not count as one of the allowable six, but it will count as one contest per week.

2. **Tennis.** If four teams meet for the purpose of playing tennis dual matches, it shall not be counted as one of the six tournaments allowed the team or the individual if no school time is lost and if no tournaments draw is set to determine a champion (the competition will count as the one contest per week).

D. **Season for Workouts and Meets/Tournaments.** There is no mandated season length; however, there is the 6 meet/match limitation per school year.

E. **No Playoffs.** There shall be no post-season playoffs.

F. **Track and Field Events.** The track and field events listed in section 1320 (e) (1) of the *UIL Constitution and Contest Rules* may be altered for 7th and 8th grade.

**(SUGGESTED) EVENTS AND ORDER OF EVENTS FOR  
MIDDLE SCHOOL TRACK AND FIELD**

**RUNNING EVENTS**

Girls	2400-meter run
Boys	2400-meter run
Girls	400-meter relay
Boys	400-meter relay
Girls	800-meter run
Boys	800-meter run
Girls	100-meter hurdles 30'
Boys	110-meter hurdles 36'
Girls	100-meter dash
Boys	100-meter dash
Girls	800-meter relay
Boys	800-meter relay
Boys	400-meter dash
Girls	400-meter dash
Boys	300-meter hurdles
Girls	300-meter hurdles
Girls	200-meter dash
Boys	200-meter dash
Girls	1600-meter run
Boys	1600-meter run
Girls	1600-meter relay
Boys	1600-meter relay

**FIELD EVENTS**

<u>Girls</u>	<u>Boys</u>
6 lb. Shot Put	4-Kilo Shot Put
Discus (1.0 Kilo Rubber Disc)	Discus (7 <sup>th</sup> - 1.0 Kilo Rubber Disc) (8 <sup>th</sup> - 1.6 Kilo Regulation Disc)
High Jump 3'6"	High Jump 4'
Long Jump	Long Jump
Triple Jump	Triple Jump

**G. Event Limitations.**

1. No contestant shall be allowed to compete in more than three running events, including the relays, and in not more than 5 events total.
2. No contestant shall be allowed to enter more than two of the following events: 400-meter dash, 800-meter run, 1600-meter run, or 2400-meter run. This does not prevent a 400, 800, 1600, or 2400-meter contestant from running on the relays provided he/she is entered in no more than 3 total running events.
3. A contestant may enter a maximum of 5 field events provided he/she is not entered in any running events. Contestant may enter 2 field events and 3 running events.
4. The District Executive Committee may, by majority vote, alter the distance of certain events or authorize additional events.

## QUESTIONS AND ANSWERS

### AWARDS:

**Q:** May a district championship trophy or award be given by the District Executive Committee?

**A:** Yes.

**Q:** May student athletes receive district champion T-shirts?

**A:** Not unless each student's parents purchase their own child's T-shirt.

**Q:** Do 8th grade and below students come under the Amateur Rule?

**A:** No, but they must abide by the Awards Rule.

**Q:** May a student receive a letter jacket?

**A:** The school may not award a jacket unless the total cost is \$10.00 dollars or less. Each student's parents could purchase their child a letter jacket, but the school should not act as purchasing agent.

**Q:** Can the \$10.00 award from the 7th grade year be combined with the \$10.00 award during the 8th grade?

**A:** No. The limit is \$10.00 per year

**Q:** Can a student athlete receive a \$10.00 award for basketball and a \$10.00 award for each additional sport?

**A:** No, the \$10.00 award is for all UIL activities, not each specific activity.

### PRACTICES

**Q:** When may middle school teams' workout?

**A:** Basketball, football, soccer, and volleyball have a specified number of days for practice and competition as well as number of games/matches per week/per season Length of practice is also governed by State Law and is limited to no more than eight hours outside the school day during the school week per activity.

### SCHEDULING

**Note:** It is important to remember that 7th and 8th grade schedules are not the same as the high school level. Seventh and eighth graders may play only one contest or scrimmage during a calendar week (Monday through Saturday). Contests may not be conducted on Sunday. Seventh and eighth grade athletic contests (including tournament games and scrimmages) shall not be scheduled during the school day.

Contests which have to be canceled due to weather or other circumstances shall not be rescheduled unless there is an open week within the season.

**Q:** If the district championship cannot be determined because of a tie, can the season be extended or additional

contests be scheduled?

**A:** No, the tie can only be broken if an additional week and allowable games are left in the season. Otherwise, co-champions would need to be declared.

**Q:** May a middle school reschedule a game/match?

**A:** The game cannot be rescheduled unless there is no other game scheduled that calendar week and you must have playing time left in your season. You cannot extend the season after the specified number of days. If a tournament is canceled (no games played), it may be rescheduled at a later date.

**Q:** If a middle school schedules a Friday-Saturday tournament and does not complete the tournament due to weather or time restriction, could they reschedule the following week?

**A:** Yes, provided:

1. Only one game is played during the week.

2. The rescheduled game(s) must count against the 12 allowed games or as the second allowable tournament.

## **SEASONS**

**Q:** Do the individual sports have a set season?

**A:** No, the individual sports are limited to a six meet/match limitation.

**Q:** Can individual sports compete in dual and triangular competitions?

**A:** Yes, provided that competition is the only competition in that sport for the calendar week. They may have unlimited dual or triangular meets/matches.

**Q:** Does the middle school season for team sports except football have to be held at the same time as the high school season?

**A:** No. The season shall be no longer than the days specified in the 7th and 8th grade plan in the *UIL Constitution and Contest Rules*, but can be any time in the school year.

## **CAMPS, CLINICS, WORKSHOPS**

**Q:** May 7th and 8th grade students attend summer camps?

**A:** Yes. The school sponsored camp allows students who will be incoming 7th, 8th, and 9th graders to attend one football, one baseball, one basketball, one soccer, one softball, and one volleyball summer training camp in which a coach from their school district attendance zone is employed for up to six consecutive days each summer, providing the camp is held prior to the second Monday in August. If the camp is sponsored by the school district personnel, the camp fees must be approved by the local school administrator. Students shall not wear school apparel or shoes. **The students may attend other camps without the above restrictions if a coach who coaches in grades 7-12 from their school district attendance zone does not sponsor the camp or instruct the student at the camp.**

## **OVER AGE STUDENTS**

**Q:** May an eighth grader who was 15 before September 1 play on the 8th grade team?

- A:** No. Any student who is 15 on or before September 1 is too old to compete on the 8th grade team. If school policy allows, the student may play on the high school 9th grade or sub-varsity team. The student, however, would have to adhere to middle school rules (e.g. number of contests per week, etc.).
- Q:** May a student in the seventh grade who has reached his/her fourteenth birthday on or before September 1st play on an eighth grade team?
- A:** Yes. The student may play on the eighth grade team providing he or she is eligible under all State Laws and academic standards and has not reached his or her 15th birthday on or before September 1.

### **GIRLS ON BOY’S TEAMS (Non-Discriminatory Policy)**

- Q:** If the middle school girls do not have enough players to have a middle school team, may these girls try out for and participate on the boy’s middle school team?
- A:** Yes. They may tryout for and participate, if selected, on the boy’s middle school team (in sports of basketball, football, soccer, or baseball). If an individual sport such as track and field, tennis, or golf, is offered to a boy in middle school, that school must offer the opportunity for an individual female participant to participate in girl’s competition.

### **CONFERENCE A- Sixth Graders on 7th and 8th Grade Teams**

- Q:** May a team in Conference A use sixth graders when there are insufficient numbers of seventh and eighth grade students to field a team?
- A:** Yes. Students in the sixth grade may be used on seventh and eighth grade athletic teams in Conference A or middle schools with enrollment comparable to Conference A, if their participation is needed to field a team. This does not allow for the formulation of a JV or B team at the middle school level by inclusion of the sixth grade students. If the middle school teams have twice the number of players that it takes to start a game the first day of practice, then the sixth grade shall not be used.

**Example:**

- Baseball- 18 players
- Basketball- 10 players
- 11-man Football- 22 players
- 6-man Football- 12 players
- Soccer- 22 players
- Softball- 18 players
- Volleyball- 12 players

### **PARTICIPATION FOR RETAINED STUDENTS**

- Q:** May students participate in more than two years at the seventh and eighth grade level?
- A:** Yes, provided they are not in violation of the Age Rule, were not retained for athletic purposes, do not participate the first six weeks of a school year, and if they were promoted unconditionally from the previous grade to the next higher grade as required by State Law.

### **BANQUETS, PARTIES, ETC.**

- Q:** Can a middle school athletic team attend an athletic banquet?
- A:** Yes. It is recommended that only one banquet or meal be given per activity (or one banquet to honor all sports) by the school or a non-profit organization sponsored by the
- Q:** Can an athlete participate on a non-school team in the same sport while participating on a school team?

**A:** Yes, but it is not recommended.

**Q:** Which high school coaches may attend a middle school athletic banquet?

**A:** Only coaches from your feeder high school.

### **VALUABLE CONSIDERATION THAT SCHOOL TEAMS AND ATHLETES MAY NOT ACCEPT**

1. Anything that is not given, or offered, to the entire student body on the same basis that it is given to or offered to an athlete.
2. Food may be given to the athletes only with prior written permission from the campus principal.

### **COACHING, SCHOOL FACILITIES**

**Q:** Can a coach who coaches in grades 7-12 assist with coaching or coach a 7th or 8th grade student in baseball, basketball, football, soccer, softball, or volleyball after the school season outside the athletic period?

**A:** No. School personnel shall make every effort to see that students understand that the student's participation in non-school activities is strictly voluntary and never required. participation shall not be a prerequisite for trying out for a team.

**Q:** Can school facilities be made available for recreational purposes during the off season and on Sunday?

**A:** Facilities may be made available to athlete under the following conditions:

1. Recreational opportunities receive advance approval by the local school board and administration (should have board approval).
2. The dates and times of operation shall be announced, posted, or publicized so that every student attending that school is aware of the opportunity.
3. Each activity is based on a first come, first served basis.
4. School coaches are responsible for notifying student athletes in their sport that their participation is strictly voluntary, never required, and is in no way a prerequisite for making the team or getting more playing time.
5. No instruction may be given on a Sunday during the off-season of a team sport.
6. Someone other than a coach should be appointed to supervise facilities.
7. Coaches should not participate with their athletes in the athlete's sport. Such actions place the responsibility on the coach and school to prove they are not violating Sunday and off-season regulations.
8. Use of facilities may be restricted to that school's student body.

**NOTE:** If only members of an athletic team are participating in their sport in an open recreational facility, it could be deemed a violation of off-season regulations.

**Q:** If a middle school doesn't have a competition field, where do they play?

**A:** 1. At an opponents field

2. At a central site
3. At a central site on Saturday

## **STRENGTH PROGRAMS**

**Q:** What is our position concerning strength programs?

**A:** **Strength Programs**

All middle school coaches are required and directed to implement a strength program for both boys and girls. This strength training program should be part of the regular conditioning both in-season and out-of -season. The program should be inclusive of weights, plyometrics, isometrics, etc. Middle school coaches of individual sports on their campus may use their high school coaching counterparts and/or this office as a source of reference in developing their strength program. We are in hopes of reducing the many injuries reported by both coaches and trainers on an annual basis.

See pages 20 & 21 for Summer Strength and Conditioning policies

## SAISD MIDDLE SCHOOL CONFERENCE RULES

### MIDDLE SCHOOL PHILOSOPHY

It is imperative that all coaches lead by example and follow the Middle School Philosophy.

- All players who practice and have no discipline issues should play.
- The expectation of the Middle School Coaches is to build programs; therefore, athletes should not be cut from the team to limit numbers.
- Middle School Coaches are expected to support and assist the feeder High School program
- Coaches will run their programs with professionalism, which includes not running up the score.
- Coaches will lead by example and display sportsmanship at all times. This is to include the opponent, parents and the officials.
- The emphasis of the Middle School program is to teach fundamentals to all students who show up to practice – follow the Skill guidelines for each of your sports. Coaches should not utilize a “win at all costs” game plan.

**SPORTS:**      Football                  Basketball                  Track                          Cross Country  
                         Volleyball                  Soccer                          Golf                          Tennis

The SAISD Conference will consist of the fifteen middle schools (boys), and sixteen middle schools (girls) The schools will be divided into TWO zones: The zones are created on campus population and will be used for the two year UIL alignment years.

RED ZONE	BLUE ZONE
HARRIS LONGFELLOW RHODES TAFOLLA WHITTIER YWLA	DAVIS HOT WELLS KING LOWELL POE ROGERS YMLA

### **Game Days:**

Football, Girls and Boys Soccer will be played on Saturdays. Track and Cross Country meets will also be on Saturdays.  
Girls Basketball and Volleyball will be Thursdays  
Boys Basketball will be Thursdays  
Tennis matches will be Thursdays  
Golf will be either Mondays or Tuesdays.  
All Tournaments will be held on Saturdays

Game days may change due to weather conditions or site availability.

### **Order of Play:**

Football – A team 1<sup>st</sup>, B team 2<sup>nd</sup>  
Volleyball – B Team 1<sup>st</sup>, A team 2<sup>nd</sup>  
Basketball – B team 1<sup>st</sup>, A team 2<sup>nd</sup>  
Soccer – 7<sup>th</sup> grade 1<sup>st</sup>, 8<sup>th</sup> grade 2<sup>nd</sup>

Football, volleyball, and basketball will play a two team concept at each grade level, (7A, 7B). The teams in each zone

will compete for zone champions. By eliminating the over all champion, it will allow all teams to compete against schools with similar populations.

If a school cannot fill two teams they will automatically forfeit the B game. The A game quarters will be lengthened by two minutes. Volleyball will be guaranteed three games.

Teams consisting of the following number of athletes must play the two team concept/**or face forfeiture of both A and B games.**

VOLLEYBALL – 16 BASKETBALL – 14 FOOTBALL - 34

Coaches may use their discretion in playing with fewer athletes. Eighth graders cannot play on the seventh grade team.

Athletes can be moved up or down during non-zone and zone games. Coaches may make adjustments to allow a team roster to meet the needs of larger or smaller numbers of participating athletes. Players must sit on the bench and participate in only one game, the B game or the A game. All players who sit on a B or A team bench must be listed in the scorebook and both coaches are to check the official scorebook for correctness. If a two (2) team schedule cannot be played, the A team schedule will take precedence.

Coaches, if you cannot field both a “B” and “A” team, make sure that the Athletic Office is aware of this fact by Tuesday noon of the game week for Thursday games, and Wednesday noon for Saturday games. Follow the transportation section information regarding confirmation of buses. Remember, the home team is also responsible to check on officials and let them know when there will be only one game on their campus.

### **DETERMINING ZONE CHAMPION**

Zone Champions will be determined by a point system using the won/lost records of the A and B teams. Coaches will meet at the end of each season to review the Win/Loss forms and verify the accurate final Zone Standings.

Point System:  
2 points for an A team win  
1 point for a B team win  
0 points for a loss  
A forfeit will give the opponent 2 points for an A game and 1 point for  
a B game

### **DETERMINING THE WINNER OF A TIED GAME**

Zone football games will count as one-half game won and one-half game lost. (Both teams) Overtime shall not be used in M.S. games

Volleyball games will be played until one of the teams has a two point advantage or the first team to reach a 30 point cap is the winner of that game.

Zone basketball games go into overtime.

Soccer games will be determined by a shoot out (two-two). If still tied, go to shoot out (one-one) until winner is determined.

### **DETERMINING THE WINNER OF ZONE COMPETITION WHEN POINTS ARE TIED**

1. Head to head game record. (Note, that if there are three way ties, once one of the following breaks the 3 way and there are 2 teams, the Head to Head game record always prevails)
2. Best “A” team record in zone play
3. Least number of games forfeited, “A” team and “B” teams combined.
4. For soccer, where there are no B teams, then points scored against the tied teams will be calculated from all zone games, and the team with the lowest total will be declared the winner.
5. If still tied, points scored will be used, up to a 3 point maximum. (All points scored against zone opponents will be added up – maximum 3 points per game- and the team with the highest point total will be declared the winner.
6. A percentage system will be used if some of the matches/games were played within the zone and some were not. (usually due to weather issues).
7. Coin toss

## **TIME ALLOCATIONS & SPECIAL RULES PER SPORT**

### **FOOTBALL**

7<sup>th</sup> grade – eight minute quarters

8<sup>th</sup> grade – eight minute quarters

\*five minute half-time and five minutes between games

\*quarters will be lengthened by 2 minutes if only one game is played.

\*No blitzing or stunting allowed on defense. Basic defenses should be utilized.

\*The Youth ball may only be used for the 7<sup>th</sup> grade, and the 8<sup>th</sup> grade team must use the official football.

\*Helmets must be inspected on a weekly basis and documented.

\*Home team wears the dark jersey; visitor wears the white jersey.

If games are cancelled by an official or administrator due to weather concerns, the score will stand as is and the game will not be replayed.

### **BASKETBALL**

The official clock is to be six minutes in length, and the clock is to be stopped for reasons given In the National Federation Rule #5, section 8, item 1, 2, 3, and 4. Overtime periods will be 3 minutes in length.

Five minute half-time and five minutes between games

Quarters will be lengthened by 2 minutes if only one game is played.

Time outs: M.S. teams are allowed three full and two twenty second time outs per game. Unused timeout s may be carried over into overtime.

Home team wears the white jersey; the visitor wears the dark jersey.

- If the basketball court is clearly marked with a three point shot line, the 3-point shot will be used.
- ***No pressing half court or full court, once team gains a 20 point lead.***

### **VOLLEYBALL**

Teams will play a two out of three set match with rally scoring to 25 points with a cap at 30. A third set will be played to 25 points. (cap @ 25 points)

Each team is allowed two time outs per set.

Three minutes between each set

Teams are guaranteed three sets if only two sets are played. (Developmental Game) The Developmental Game is one set to 15 points with a cap at 15. Any student who has not played in the first two sets must be allowed to participate in the entire 3<sup>rd</sup> set as per UIL.

## **SOCCER**

Two twenty-five minute halves (running clock kept in the field by official). If at the end of regulation time ball game is tied, penalty kick will be used with 2 players who are on the field at the end of regulation.

Five minute half-time and five minutes between games.

Ties must be broken.

Home team wears solid white with white socks and the visitor wears dark jersey with dark socks.

## **GAME PROCEDURES**

An adult must be in charge of the scoring table and the clock, not students..

Have the ticket taker remain on duty until the last game is over and sell during both games. This may eliminate those persons that are attending the game looking for trouble.

A campus Administrator must be in attendance at all home events. In the case of a rivalry game/event, an administrator from both campuses should be in attendance.

\*All teams will play the games as scheduled. NO EXCEPTIONS!

\*Teams are NOT to be pulled off the floor by the coaches in the middle of a match or event. (only exceptions will be according to UIL rules and regulations).

\* If an administrative or official decision is made to stop the contest, the score will stand and the game will not be replayed. Substantial evidence will be requested to support stopping the contest early. Bad officiating is not a valid reason.

\* No game or contest may begin prior to the end of the academic school day.

\* Conduct violations by coaches and players will be reviewed by the Assistant Athletic Director, the Athletic Director and the Executive Committee.

\* It shall be the responsibility of the host school (principal or game supervisor) to initiate corrective measures at all Zone games to prevent unusual disturbances from individuals or groups and to prevent the use of noise making devices of any kind, to include, but not limited to, cheerleader megaphones, cow bells or air horns, which are not allowed in the gym.

\* The State Executive Committee may suspend the associated high school in the activity in which the middle school violates rules.

## **INJURIES**

Any injury that causes the athlete to miss practice or games shall be recorded and the parent notified by the coaches or trainer. All treatment before and after the injury will be kept on a daily record keeping basis.

See the Concussion Management section for further injury information.

### **CORPORAL PUNISHMENT**

SAISD is a non-corporal punishment district. Coaches cannot physically discipline athletes for behavior issues. Coaches can suspend players, reduce playing time, remove a player from A team to B team, or remove him/her from the team.

### **OFFICIALS**

If game officials do not report, it is the responsibility of the coaches to officiate the game. Games will not be cancelled due to a lack of officials. In all instances where officials do not show, the officials association and the Athletic Office needs to be contacted.

Officials should be treated with respect and professionalism. If there are any problems with the official, a written statement should be sent to the Athletic Office the next day and the Athletic Office will contact the Association president.

**For Soccer call Chris Mercado 210-413-1115**

**For Basketball call Marvin Cobb, 210-391-5693 or Don Mosley 210-219-5396**

**For Football call David Balli at 363-5657.**

**For Volleyball, call Nell Bennett 210-488-3032**

## **ACADEMY SPORTS LEAGUE**

Starting in August 2016, the Academy Sports League will begin to include the elementary Academies that house 7<sup>th</sup> & 8<sup>th</sup> grades. The Academy Sports League will compete within their own Zone, and will have one team for each sport consisting of combined 7<sup>th</sup> and 8<sup>th</sup> grade athletes.

The Academy Sports League will participate in the following sports: Volleyball, 7 v 7 Football, Girls and Boys Basketball, Girls and Boys Soccer, Cross Country.

The campuses included in the 2021-2022 school year for participation include:

**Advanced Learning Academy**

**Beacon Hill Academy**

**Bonham Academy**

**Bowden Academy**

**Cotton Academy**

**Crockett Academy**

**Democracy Prep**

**Fenwick Academy**

**Hawthorne Academy**

**Irving Academy**

**Japhet Academy**

**Mission Academy**

**Rogers Academy**

**Woodlawn Academy**

The Academy Sports League will abide by the standard middle school athletic competition rules set by SAISD and the UIL.

## HIGH SCHOOL PHYSICALS

The San Antonio Independent School District physical card and yearly Athletic Department Information insert has been developed for high school athletics. A cooperative effort must be made by the coordinator, athletic trainer, and the coach of each particular sport to have the entire insert completed by the athlete, parent or guardian. It is very important that this yearly insert be signed by the parent or guardian, thereby alleviating problems concerning insurance and doctor referral procedures that may arise

It is the responsibility of the Principal through the coordinator and athletic trainer that all athletes on initial enrollment at the school have a physical and parent or guardian approval permit on file. In addition, each third year participant (junior athlete) is required to obtain a physical. Each subsequent year of participation requires a medical history questionnaire update.

Athletic physicals, parent or guardian approval permits, and all medical files will be housed in the athletic training room under direct supervision of the athletic trainer. Issuance of athletic equipment is not to be allowed unless clearance has been given by the athletic trainer that the athlete has an up-to-date physical, parent or guardian approval permit and all other forms required.

Coaches and administrators do not make doctor referrals or commitments of payment or medical statements.

**The athletic trainer will be the sole source** (under the direction of the team physician) regarding decisions involving medical treatment of athletes and their practice/playing time.

## MIDDLE SCHOOL PHYSICAL PROCEDURES

The following athletes will need to be given a yearly physical: (1) all 6th graders that plan on participating in athletics (2) all 8th graders that plan on participating in athletics at the high school level (3) those 7th graders who are initially participating in athletics or who have transferred from another school district and (4) 7th grade athletes that have responded with a yes answer on the yearly athletic medical history insert. A yes answer on questions 1, 2, 7, 11 or 17 constitutes a mandatory physical.

\*\*\*It should be noted that it will be the middle school coordinator and middle school coach's responsibility to encourage all prospective 8th grade athletes that will participate in high school athletics to participate in the yearly middle school physical session.

## ATHLETIC INSURANCE GUIDELINES

### **Policy for all Middle School Athletes - Grades 7-8:**

SAISD has approved and purchased an Athletic Insurance Plan to cover athletes 7-8.

### **Procedures for handling claims and medical bills:**

**Medical Bills:** Personal health insurance (example: Blue Cross and Blue Shield) should be applied first on any medical service rendered. The insurance plan will serve as secondary coverage after the personal health insurance has been applied.

\*If the athlete has no personal health insurance coverage, the athletic insurance plan will be applied.

***Remaining balances on medical statement will be the responsibility of the injured athlete's parent or guardian.***

**Claims:** A claim form for every athletic related injury will be initiated by the respective middle school at which the injured athlete attends. As stated above, personal insurance is applied in all cases and the athletic insurance plan used after or in cases where athletes have no personal insurance.

\*\*\*Athletic claim forms must be completed fully and forwarded to school insurance company within 60 days of initial injury for payment of medical bills to be made.

\*\*\*Questions concerning athletic insurance and completion of claim forms should be directed to David Gracia - Insurance Office- Phone number 554-8572, SAISD.

## **CAMPUS PLAN FOR VIOLATIONS OF UIL RULES AND REGULATIONS**

The University Interscholastic League (UIL), through the District Executive Committee and the State Executive Committee, has ultimate jurisdiction over violations of UIL rules and regulations. These responsibilities as well as penalties for violations and the jurisdiction of the UIL District Executive Committee may be found in the UIL *Constitution and Contest Rules*.

The UIL mandates that each campus develop and have on file, available to all coaches, a Campus Plan of Action for immediate in-house handling of alleged violations of UIL, TEA, SAISD, Athletic Office, and Campus rules, regulations, and policies.

### **GUIDELINES**

All personnel involved in the coaching and managing of athletic (or academic) events will be expected to uphold and abide by policies and procedures of the University Interscholastic League in the management of their respective activities as well as specifics identified in the *Recommended Plan of Action* (listed later in this section).

#### **Campus Plan Checklist:**

- Establishment of a written timeline calendar. A timeline should be established on every high school campus to ensure dissemination of information to all coaches/sponsors concerning UIL, TEA, SAISD, Athletic Office, and Campus rules and regulations.
- Verification of eligibilities
- Verification of addresses of athletes
- In-services for athletic (and academic) coaches

### **RECOMMENDED PLAN OF ACTION**

The following information represents the SAISD Athletic Offices recommendation for penalty assessments.

#### **UIL/TEA VIOLATIONS:**

In UIL/TEA activities where the violation could result in a probable **public reprimand** and/or **suspension** of a player, sponsor, or coach or where the school could receive a public reprimand or suspension, it is recommended that the campus administrator take immediate action. Once the seriousness of the matter is determined and evidence indicates possible wrongdoing, the administrator should relieve all involved parties of their coaching duties until the matter can be referred to the District Executive Committee.

**Example of Violations:** Ejection from contest \*  
Coach, player, or fan abusing official  
School or coach knowingly playing an ineligible player  
Any situation where a coach, sponsor, player, or school representative knowingly violates UIL rules.

\* If a coach at any level is ejected from a contest, the coach must meet with the Executive Director of Athletics the next working day, and also may be subject, but not limited to suspension.

#### **STATE, DISTRICT, OR DEPARTMENT POLICY VIOLATIONS:**

In activities where the violation does not concern UIL/TEA but does concern state, district, or departmental policies and is serious enough to involve **job termination** or **litigation** involving the school, coach, or sponsor, it is recommended that immediate action be taken to relieve all involved parties of their coaching duties until guilt or innocence is determined. Relieving a person from their prescribed job duties is not intended to establish guilt or innocence before due process is afforded.

**Examples of Violations:** Hitting a player

Inappropriate conduct between player and coach  
Failure to supervise a team properly (destroying property, placing  
people in jeopardy or resulting in injury)

**GUIDELINES FOR ASSESSING PENALTIES:**

SUSPENSION for intentional violation of UIL/TEA rules and regulations or state, district, or departmental policies.

PUBLIC REPRIMAND and POSSIBLE SUSPENSION for negligent violation of UIL/TEA rules.

Guidelines for assessing all UIL/TEA penalties are listed in Section 700 of the Constitution and Contest Rules.

**It is the responsibility of any school official within the school district who has information and/or evidence of a possible violation to report this information to the Campus Principal, Athletic Office, or UIL District Executive Committee Chairman immediately.**

## OFFICIALS

Officials will be provided by the SAISD Athletic Office for all Athletic Office scheduled football, volleyball, basketball, softball, baseball, soccer games, and swimming events.

Game officials assigned should not be changed unless cleared through the Athletic Office. If sub-varsity team officials do not show up for a game, it will be the responsibility of the coach to call said game. In all instances where officials do not show, the officials' association should be contacted by the home team.

HIGH SCHOOL officials will be paid directly through the Athletic Office. MIDDLE SCHOOL officials will be paid by the campus secretary. Officials must have a W-9 and a conflict of interest questionnaire on file.

### Official Fee Receipt

The standard five copy form will be used. This form contains the officials name, payroll number, game officiated, score, etc. **These forms must be turned in the next working day after the contest.**

## SUPERVISION AT ATHLETIC EVENTS

There must be adequate supervision for athletic events. After games are completed, the home school should provide supervision to visiting teams during their departure from the school campus. Visiting teams should be treated as guests in your school. Courtesy, respect, and supervision should prevail at all times.

The Principal is in charge of any activity held at his/her campus. It is the responsibility of the Principal to have administrative personnel present at all functions held at the school. Where upon the home team has to play away because of construction constraints, or playing at another location, it is still the home team's responsibility to provide supervision at the away campus and at central sites.

Security for on-campus activities will be the responsibility of the Principal. The Athletic Office will provide security for all varsity contests at central sites. It is strongly recommended that security be provided for all athletic events.

## GAME ADMINISTRATION RESPONSIBILITY

In all UIL varsity athletic team contests, a game administrator shall be appointed by the home school. That person must be an administrator, teacher or a coach (other than the game coach). It is required that a game administrator be designated by the home school for all non-varsity athletic team contests. The responsibilities of the game administrator are as follows:

- (1) see that officials are directed to their dressing room.
- (2) meet with the officials prior to game time (preferable on the playing field or court).
- (3) inform the officials where the game administrator will be seated.
- (4) address crowd discipline before it escalates
- (5) assist the officials if they need to discourage un-sportsmanlike conduct of a fan, player, or coach (such as removal from the gym).
- (6) check with the officials after the game to see if there is any misconduct that needs to be reported.
- (7) offer to provide an escort for the officials to their cars.
- (8) report incidents to the appropriate school administrator (home team or visitor).
- (9) report severe verbal abuse or physical contact of the official and any ejections of coaches and fans to the UIL office in writing within the next two working days.

**\*\*\* There will be no food, signs, beverages, balloons or noisemakers brought into any central site facility.**

## **RULES COMPLIANCE PROGRAM**

### **(1) *Coaches and Officials are Required to Register With U.I.L. and complete RCP training.***

- (A) All coaches must complete RCP training annually.
- (B) RCP certification must be completed annually, online, through the U.I.L. website prior to the coaches sport season.
- (C) Any coach who is ejected from a contest for unsportsmanlike conduct, or any football coach who is given two or more 15-yard unsportsmanlike penalties during a contest may accept an automatic penalty for their ejection or appeal the ejection. A coach who appeals their ejection is required to appear before the State Executive Committee. If the coach accepts their automatic penalty or their ejection is not overturned on appeal, the coach will be subject to penalties as stated in section 1208 (j) of the C & C R.

### **(2) *Failure to Register;***

**\*Automatic Greater Penalty:** If a coach so penalized has no proof of having completed the UIL Rules Compliance Program prior to the sports season, that coach shall also be automatically suspended from the next game/contest.

## **CPR, AED, First Aid, & Concussion Certification**

All coaches must have a current CPR, AED, and First-aid certification on file with their campus administrators and/or athletic coordinator.

### **CPR Requirements - Senate Bill IV**

Sec. 2.14. CPR Requirements states that all school employees who serve as a coach or sponsor for an extracurricular activity, including cheerleading, must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation.

### **Concussion Management Training - State Law (TEC 38.159)**

Every coach and athletic trainer is required by state law (TEC 38.159) to undergo two hours of training on concussions every two years. Information on this requirement is available on the Concussion Information page on the Health and Safety section of the UIL website.

## **NEW COACH CERTIFICATION**

**All first year coaches must complete the NFHS Fundamentals Of Coaching Course, at their own expense, prior to their participation as a coach. This is available online on the U.I.L. website.**

## REPORTING OF CRITICAL INCIDENTS

In order to ensure that sensitive and serious situations are communicated clearly and effectively to District personnel, the coach shall report critical incidents to the principal and athletic office immediately.

1. A written report of the incident shall be sent to the principal and athletic director within 24 hours of the occurrence.
2. If a situation is of an emergency nature, or one which might otherwise come to the attention of these personnel (i.e., media coverage of the school), the coach shall immediately notify the principal and athletic director by telephone.
3. The following incidents which occur on or off campus must be reported:
  - a) Firearms - possession, use, display, discharge
  - b) Weapons - possession, use, display
  - c) Assaults
  - d) Sexually - related incidents, including criminal complaint, misconduct, harassment
  - e) Possession, use, sale of controlled substances
  - f) Any Prohibited Conduct or Serious Conduct  which might warrant referral to an AEP or expulsion (See SAISD Student Code of Conduct)
  - g) Criminal activity, arrests and/or citations.
  - h) Evacuation of building
  - i) Any EMS call
  - j) Any SAPD call
  - k) Occasion when a student reports being a victim of a serious crime
  - l) Community - sensitive events
  - m) Bus accidents
  - n) Motor vehicle accidents involving rental or SAISD vehicles
  - o) Any event which has legal or media implications, such as sit-ins, walk-outs, riot demonstrations
4. Any student athlete involved in criminal activity, on or off campus, may be suspended from participation in extra-curricular activities.
5. **ALL** coaching ejections shall be reported to the principal, athletic director, and campus coordinator immediately following the game. Any athletic contest suspended due to misconduct by a coach, player, or fan shall be reported immediately to the principal, athletic director, and campus coordinator. ***All coaches ejected from an athletic contest are required to meet with the Executive Director of Athletics the next working day following the ejection.***

## VISITING TEAM INSTRUCTIONS

The following are important items for the visiting team to follow:

- \* Tell the bus driver to let the team out at the proper drop zone.
- \* Enter as a group.
- \* Coaches, control your team during the contest. Eliminate inflammatory behavior.
- \* Both teams' coaches should stay in the gym until the last game is over; then the home coaches should provide escort for the visiting teams to the bus.
- \* Have home coaches tell the bus driver the safest route from his school.
- \* Turn off lights on the bus.
- \* Have the team face the center aisle until out of the neighborhood.
- \* In the event that you are rocked, have the teams lay on the floor facing down with their head toward the center aisle, with the arms covering the head and neck area.
- \* In an attempt to eliminate problems with athletic events on opponent's campuses, consult with the head coach of that particular campus on the proper exit route after an athletic event.

## **GAME SCHEDULING AND SITES**

Scheduling of all games will originate from the Athletic Office of SAISD. **Changes or rescheduling should not occur unless cleared through the Athletic Office.**

The Athletic Department will select the sites for athletic events. Seating capacity, anticipated attendance, availability, etc., will be considered in determining the site.

Where rescheduling of games or sites is necessary, all principals and coaches will be advised prior to the event. Sub Varsity events will not be rescheduled if cancelled.

## **GAME CANCELLATION AND/OR SCHEDULE CHANGES**

### **REASONS FOR GAME CANCELLATIONS AND/OR SCHEDULE CHANGES**

1. ENVIRONMENTAL CONDITIONS
  - a. Weather conditions hazardous to the health and safety of the participants.
  - b. Conditions rendering field playable.
2. SPECIAL CAMPUS ACTIVITIES
  - a. Testing conflicts.
  - b. Late scheduled activities by the Board or Superintendent.
  - c. Other administrative calendar conflicts involving the Superintendents directive.
3. UNSAFE CONDITIONS OR DAMAGE TO CAMPUS
  - a. Fire in the gymnasium.
  - b. Security problems.
4. NO TEAMS

### **LINE OF COMMUNICATION FOR GAME CANCELLATION AND/OR RESCHEDULING**

Cancellation of games rests with the Athletic Office first. If any of the above situations occur, the following lines of communication are to be followed to correct the situation whether it is the rescheduling of an activity, the canceling of an activity, or both.

1. When any environmental conditions interpreted by the Athletic Office as being hazardous to the health and well-being of our participants occurs, the Athletic Office will contact the appropriate school offices, notify them of the cancellation and of the rescheduling (if necessary) of the activity.
2. If, on any campus, some unforeseen problem occurs that would affect the playing of any game (example, a water line breaking in the middle of the football field), the principal will call the Athletic Office notifying them of the situation. The Athletic Office will then investigate the overall situation in regards to whether or not the game site can be changed and if the game may still be played or canceled and rescheduled at a later date.
3. Coaches must always keep the school administrator and the Athletic Office informed of any schedule problems or changes within a timely manner.

## GAME REPORTING

### FOOTBALL REPORT FORMS – H.S.

1. **Weekly Game Report.** Two copies are to be made, one copy to the district chairman each week, and one copy remains on file at the home school. Do not mail the game report to the UIL office. These forms are to be used by the district chairman and the local school. Forms found on UIL Website.
  - a. *Who to report?* All students who represented your school in high school games in that particular week.
  - b. *How to list names?* As closely as possible enter the names as you have them listed on your original eligibility list. Example: John Doe, rather than J. Doe.
2. **Injury Report.**
  - a. *Who completes and sends in injury blanks?* Only the district chairman's school will complete and send in injury reports (for his school only). The only other reports required will be from any school that has a fatality or an injury resulting in paralysis. Forms found on UIL Website.
  - b. *How many copies?* Make an original and one copy. The district chairman completes his original injury blank and sends the original to the League office in Austin. Staple one copy to your Game Report for that week for your files.
  - c. *What is an injury?* Usually if the athlete misses a game or workout it is deemed an injury. (An exception would be some type of non-football related illness.) Certainly, if an athlete requires medical treatment from a physician, an injury report should be filed. A good rule-of-thumb: When in doubt as to whether it is an injury - report it!

### ALL SPORTS

When SAISD schools are playing on-campus contests, the home team has the responsibility of notifying the newspapers. Likewise, on all out-of-town trips, all scores and results need to be called into the local media as soon as possible.

H.S. Cross Country, Tennis, and Track coaches must submit a weekly results report to the athletic office by the end of the first working day following a match/meet/tournament. Forms can be found on the athletic website under each individual sport.

Pre-season newspaper questionnaire, weekly statistical reports, all-tournament results, and any other information requested by the media needs to be forwarded as soon as possible.

All Coaches shall enter the results from the event in Rank One immediately following the event. Results shall be posted for both the 7<sup>th</sup> and 8<sup>th</sup> grade for middle school, and the Freshman, JV and Varsity for high school.

**ALL** coaching ejections shall be reported to the principal, athletic director, and campus coordinator immediately following the game. Any athletic contest suspended due to misconduct by a coach, player, or fan shall be reported immediately to the principal, athletic director, and campus coordinator. ***All coaches ejected from an athletic contest are required to meet with the Executive Director of Athletics the next working day following the ejection.***

## COACHES RESPONSIBILITIES

### ADMINISTRATOR

Because of the tremendous role played by the Coach in the total educational process, it is imperative that a good workable relationship exist between the coach, principal, and the athletic administration. It is desired and expected that the Coach supports all policies on rules and regulations pertaining to athletics.

Controversial matters should be discussed on a professional level. Differences of opinion must be discussed privately and not aired to the public. Once a final decision is made, it should be accepted and supported by all parties involved. Suggestions and positive input that may improve the athletic program are welcomed and encouraged.

### SCHOOL

A coach's relationship with the school that he/she represents should be one of respect, integrity, and dignity. **It is the responsibility of the coach to keep the school abreast of the activities included in the athletic program and the time and place of each event.** The coach should work with the Principal in making plans and arrangements for athletic events. Because of common interest and concern shared by the coach and other teachers in the development of students, the relationship between these professionals should be complimentary rather than critical or non-supportive. The coach should make students and the student body aware of purposes and advantage of having an athletic program in their school. Of course, new rules, regulations, and other pertinent information should be interpreted to students and members of the student body.

### PLAYERS

The Athletic Coach should be highly respected by parents, community, and athletes. In fact, the coach should be a model by which athletes imitate and identify behavior. The coach has a great influence on the behavior of his/her players. Therefore, the coach should be conscious of his/her conduct and actions at all times. The coach should set examples of good character for all athletes: (1) refrain from using tobacco products, drinking, or using profanity while athletes are under his/her supervision (2) act in a professional and sportsmanlike manner at all times; (3) teach players to win with dignity (without boasting or taunting opponents) and to lose with no ill-feelings or bitterness toward opponents; (4) emphasize respect for decisions made by officials and others that are in authority.

### PROCEDURE FOR HANDLING ATHLETIC INJURIES

The Athletic Coach has a great responsibility in the protection of those entrusted to his/her care. The coach should not jeopardize the safety and welfare of athletes for personal prejudices or glory. Any teaching of illegal means of winning or disregard for proper rules and regulations governing sports should not be tolerated in the coaching profession.

(A) It is the responsibility of the trainer assigned to any athletic event to treat injured athletes and determine whether or not the athlete continues to play. The Athletic Trainer has the authority to refer an athlete to a physician for treatment.

(B) If any injury occurs during an athletic event where a trainer is not assigned, it is the responsibility of the coach to see that the injured athlete is taken to a physician.

### OFFICIALS

Officials are to be respected by coaches and players at all times. The officials must have the support and cooperation of each coach if he/she is to perform his/her duties to the best of his/her ability and with honesty and dignity. It is the responsibility of the officials to make decisions regarding all plays (controversial or non-controversial). Unethical conduct toward officials should not occur. Controversial decisions should be discussed privately (not aired to the public, sportscaster, or news media) by the official (s) and coach (es) involved. Derogatory statements made about officials, publicly, is a UIL violation.

### PUBLIC RELATIONS

The press, radio, and television can be useful mediators in sports when utilized in a positive and constructive manner. Coaches should use discretion when making comments or giving information about teams or players. Undesirable or negative information **must** be avoided. It is advisable to channel injuries, disciplinary measures, academic difficulties, or eligibility problems to the proper authority instead of airing to the press, radio, and television. Any propaganda or

information that may be detrimental or discreditable to the athletic program should be handled with tact. If there is uncertainty when approached by the news media, always refer them to the Athletic Department.

### **SPONSORED ACTIVITIES**

All coaches will be expected to work in the SAISD's sponsored activities when requested by the Athletic Department. Principals are to assign a sufficient number of coaches to all activities in which teams representing his/her school are participating.

### **CONTEST**

Coaches are to accompany their teams qualifying for District, Regional, or State playoffs or tournaments with no loss of pay because of absence from school.

### **PROFESSIONAL DISCRETION**

Coaches should not put themselves in compromising positions in which their professional discretion is questioned.

### **SOCIAL MEDIA**

The following excerpts are quoted from SAISD Administrative Procedures D36 pages 1-4. Please read the full policy for your own protection.

## **II. PERSONAL USE OF ELECTRONIC MEDIA**

- A. General Guidelines. As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees and even if it is not during employment hours or on district property or equipment. Employees will be held to the same standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media (or the publicity arising out of such use) interferes with the employee's effectiveness at the District or reasonable calls into question the employees' judgment, the employee may be subject to disciplinary action, up to and including termination of employment.

If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for and may be subjected to disciplinary action for the content on the employee's page, including content added by the employee, the employee's friends or members of the public who can access the employee's page, and for Web links on the employee's page.

## **III. USE OF ELECTRONIC MEDIA WITH STUDENTS**

D. Usage Guidelines. An employee who uses electronic media to communicate with students shall observe the following:

- The employee shall limit communication to matters within the scope of the employee's professional responsibilities or in furtherance of school-related activities. Note: An employee may request an exception from the above limitation by submitting a written request to his or her immediate supervisor
- The employee is prohibited from knowingly communicating with students through a personal social network page unless the employee has created a separate social network page (a "Professional Page") for the purpose of communicating with students.
- The employee must receive a signed and completed copy of the Participation in Electronic Media Parent Permission Form [Form D36-A] prior to communicating with any student through a form of electronic media that is private or password protected. This includes all emailing or texting (even if more than one person is part of the communication) or any social media format that requires a password or permission to access.
- The employee does not have a right to privacy with respect to communications with students and parents.

- Upon request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging or any other form of one-to-one communication.

References: Board Policies CQ (LEGAL), and CQ (LOCAL); DH (LOCAL) AND DH (LEGAL)

## **DRESS CODE FOR COACHES & ATHLETIC TRAINERS**

*Coaches and Athletic Trainers are expected to adhere to the SAISD Employee Standards of Conduct DH (LOCAL), in addition to the following dress code guidelines for practices and competitions:*

### **PRACTICE ATTIRE FOR ALL SPORTS:**

- Coaching attire in neutral or school colors is required.
- Logo on shirt and/or shorts must be your school or feeder school logo.

### **INDOOR GAME DAYS - VOLLEYBALL & BASKETBALL**

- **Varsity** -- Dress, skirt, slacks, Capris, suit, collared coach's shirt, dress shoes, boots. Coat and Tie Preferred.
- Dressy casual (walking) shorts are only acceptable when playing in non-airconditioned gyms and/or during tournaments.
- Jeans, blue jean shorts, athletic shorts, t-shirts, tank tops, warm-ups, leggings or yoga pants, flip-flops and tennis shoes are unacceptable!
- Stiletto type of heels should not be worn on the playing surface of the gym floor at the ACC
- **Sub-Varsity** -- Same as Varsity but may also include tennis shoes.
- **Middle School** -- Same as Varsity and Sub-Varsity but may also include knee length khaki dress shorts.

### **GAME DAY - TENNIS, GOLF, TRACK, SOCCER, CROSS COUNTRY, SOFTBALL, SWIMMING**

- **Varsity, Sub-Varsity & Middle School** – Knee Length Khaki or Black Shorts, wind suits, long pants, Capris, collared shirt (in neutral or school colors), Dri-Fit shirts with school logos, tennis shoes
- Jeans, blue jean shorts, athletic shorts, t-shirts, tank tops, leggings or yoga pants, flip-flops are unacceptable! Ball caps must be worn with bill forward.

### **GAME DAY - FOOTBALL**

- **Varsity** -- All coaches should dress alike in long pants and collared coach's shirt (in neutral or school colors).
- In extreme weather, wind suits are acceptable.
- **Sub-Varsity & Middle School** -- Same as Varsity but may also include knee length khaki shorts.
- Jeans, blue jean shorts, athletic shorts, t-shirts, tank tops, flip-flops are unacceptable! Ball caps must be worn with bill forward.

### **GAME DAY - BASEBALL**

- **All Levels** -- Baseball game uniform

### **GAME DAY FOR TRAINERS:**

Shorts, long pants, wind-suits with neutral or shirt (in neutral or school colors), and tennis shoes.  
Jeans are not acceptable when working Varsity Football, Basketball & Volleyball games.

### **ALL COACHES AND TRAINERS:**

**Visible body piercing is prohibited except for ear piercing on females.**

**Clothing that is revealing, suggestive or would cause a distraction is unacceptable. Leggings are not pants and should never be worn to practice or games unless under shorts or skirts.**

**Neutral colors: grey, white & khaki. Black may only be worn as a neutral color for pants and shorts. Dry fit crew neck is allowed in place of collared shirt, but it must have a school logo.**

# SAISD Athletic Travel Policy

## As per SAISD Administrative Procedures F24 - TRANSPORTING STUDENTS

### GUIDELINES FOR TRANSPORTING STUDENTS

1. Generally, District staff shall only transport students in the following circumstances and only when attempts to find other means of transportation have been exhausted:
  - a. Student emotional or behavioral distress that requires that the student be removed from the campus;
  - b. Student illness or injury that requires that the student be removed from the campus;
  - c. Student abandonment. [Refer to other procedures on this topic]
2. District staff shall not transport students during the school day for non-emergency reasons such as getting a change of clothes to comply with the dress code, etc.
3. Transporting students for field trip purposes in a private vehicle is allowed in some circumstances. The owner of the vehicle shall provide proof of liability insurance and the driver shall provide proof of a valid driver's license. See administrative procedure E2 for further information on using a private vehicle for this purpose.

### **SAISD Athletic Department Procedures for Student Travel**

- Players and Coaches shall travel to and from competitions and/or practices in district provided vehicles.
- When district transportation cannot be secured, private vehicles may be used to transport students with written consent from the parent / guardian of the student-athlete, principal and the athletic coordinator.
- In extenuating circumstances, it is permissible for a parent / guardian to transport their student-athlete to and/or from a competition or practice as long as they provide a written request to the head coach and campus administration no later than 48 hours prior to the competition or practice. A parent is not allowed to transport other students other than their own without written consent from the other student's parent / guardian. In order for a parent to transport a student-athlete other than their own, the other student's parent/guardian must also submit a written request to the head coach and campus principal 48 hours prior to the competition or practice. These requests must be confirmed by the head coach via telephone and the written requests will be kept on file by the campus administration.
- Under rare circumstances, it is permissible for a student-athlete to drive his/her own private vehicle to and/or from a competition or practice. The parents of the athlete must provide a request in writing to the head coach and campus principal 48 hours prior to the competition or practice. The student-athlete is not allowed to transport any other students to and/or from the event without a written request from their parent / guardian. . In order for a student-athlete to transport another student-athlete, the other student's parent/guardian must also submit a written request to the head coach and campus principal 48 hours prior to the competition or practice These requests must be confirmed by the head coach via telephone and the written requests will be kept on file by the campus administration.
- Athletic trainers may transport student-athletes in their personal vehicles to and/or from doctor's appointments or physical therapy. Prior to transporting a student-athlete, trainers must get written consent from the student-athlete's parent / guardian and campus principal 48 hours prior to the appointment.

## **TRANSPORTATION PROCEDURES**

The coach will submit an Athletic Trip Request Form for the entire season to the appropriate athletic administrator who in turn will forward to Preston Johnson, clerk for athletic trips.

If deemed operationally necessary by the transportation and/or athletic office, teams will be combined to ride together without regard for gender, sport, or team level or destination.

**If there is a problem after hours or on Saturday, call the administrator in charge of the sport involved. If there is an extreme emergency, please call the transportation department at 223-9792 or the Department of Safety at 271-3124.**

### **COACHES RESPONSIBILITIES FOR BUS REQUESTS:**

1. All athletic transportation requests for games and/or practices must be sent via email using the Athletic Trip Request Form to the appropriate administrator in the Athletic Department. New bus requests, changes and/or cancellations must be sent via email using the Athletic Trip Change Form and sent to the appropriate administrator in the Athletic Department with a cc: to Preston Johnson.
2. The appropriate administrator in the Athletic Department will review the submitted Athletic Trip Request Form and then forward it to Preston Johnson. Preston Johnson will enter the trip request into the Transfinder system and the central Transportation Department will assign the drivers if needed.
3. Coaches should verify athletic trips by logging onto the district transportation website the week prior to their scheduled trip. (Department, Transportation, click on bus, login=athletics, view field trips, then filter the information needed)
4. There is a 50 passenger limit per bus.
5. Coaches are expected to have teams ready to travel at scheduled times.
6. Coaches will always accompany their teams on the bus. No coach – no ride!
7. Coaches may not bring their dependent children on a charter or SAISD bus.
8. Student behavior on the bus is to be addressed by the coach.
9. Items left on the bus can be retrieved at the Transportation complex.
10. No pitching machines, exercise bikes or any other large equipment will be transported on the bus.

### **COACHES WHO HAVE DRIVER'S A CLASS B CDL AND CERTIFICATION**

Any coach that operates an SAISD bus must have the following credentials:

- Class B CDL (Commercial Driver's License)
  - Successful completion of the DPS Bus Driver's Certification Class
  - Must have successfully passed the yearly district driver's physical and drug test
1. Campus based school buses are to be used strictly for athletic functions and must be utilized first before a bus from the bus barn is requested.
  2. If a bus from the bus barn is being used with prior approval from Preston Johnson, the coach must call the transportation department at 223-9792 the day before to inform them of the time the coach will pick up the bus.
  3. Permission to use a campus based school bus for other functions must come from Mike Daly ([MDaly@saisd.net](mailto:MDaly@saisd.net)).
  4. All coaches who use SAISD buses are directed to perform a pre-trip inspection before each use (checking fluid levels, tires, lights, brakes, inspection stickers, etc.)
  5. After operating the bus, the coach must empty the air-tanks if the bus has air-brakes, turn all power knobs off, and keep the bus locked at all times. Clean the bus after each trip.
  6. Campus based buses must be fueled up at the transportation department by the coach once it reaches ½ tank. Each coach will be assigned a code and each bus will have a fuel key specifically for that bus only.
  7. Busses picked up from the bus barn must be fueled up upon return. (Full tank)
  8. Vehicle deficiencies should be reported immediately to transportation so that a repair can be made, or a replacement bus can be provided.
  9. Do not drive a campus based bus out of town; a newer bus can be provided by sending an e-mail to Preston Johnson.
  10. Athletic trips are eligible for compensation:  
0-74 miles = \$25.00

75-149 miles = \$50.00

150 plus miles = \$75.00

Half trips will be paid half of the scheduled payment.

Athletic Team Travel Bus Drivers Logs (found on the athletic website) are due at the end of each week and should be e-faxed or e-mailed to Jessica Navarro.

## **TEAM TRAVEL**

Varsity teams traveling over a 100-mile radius may travel by charter bus or van.

- The Athletic Department will consider a request on a case by case basis.
- Appropriate arrangements must be made in advance.
- Lodging for the bus driver must be accommodated on overnight field trips.

Teams traveling less than a 100-mile radius will travel by district bus (es). However, circumstances may deem the use of a van(s)/Charter.

## **COACHES RESPONSIBILITIES FOR VAN REQUESTS:**

1. Van requests will be approved on a case by case basis. The head coach must communicate with the appropriate administrator in the Athletic Department for approval. Van requests must be made using the Athletic Trip Request for Vans form found on the athletic website under transportation.
2. The head coach will enter the dates and times a van is needed and e-mail the form to the appropriate administrator in the Athletic Department.
3. The Assistant Athletic Director will make the reservation, enter the company name and confirmation number in the last two columns of the form and e-mail it back to the head coach.
4. Requests must be made no later than four weeks in advance unless it is a playoff situation.
5. The athletic office has 10 gas cards strictly available for the use of fuel for approved vans rented.
6. 12 passenger vans will accommodate 8 passengers and the driver. It is preferable to request a Suburban instead of a van. 15 passengers vans are NOT permitted for use for School District Events.
7. All drivers must be cleared through the SAISD Risk Management Department before they are allowed to transport any students.
8. If several vans are going to the same location, you may be asked to share a card. The driver will sign a Cardholder Purchasing Card Agreement form before the card is issued.

## **GAS CARD PROCEDURES:**

1. The driver of a bus going more than 200 miles round trip, may pick up a gas card from the athletic office from Adriana Ramos the day of or the day prior to the trip. You may want to call to make sure there is one available.
2. All vans must be returned with the same amount of fuel as when it was picked up.
3. The credit card and all original receipts must be returned to the athletic department on the next business day after completion of the trip in person – do not pony these items.
4. The driver is responsible for the full dollar amount of any missing receipts.
5. Gas cards are not to be used to fuel personal vehicles.

## LETTERING PROCEDURE:

1. **LIMITATION ON AWARDS.** Schools may give one major award, not to exceed \$70.00 in value, to a student during high school enrollment at the same school for participation in one of the UIL interschool competitions listed in Section 380. One additional symbolic award, not to exceed \$10.00 in value, may be presented for participation in each additional UIL activity listed in Section 380. The \$10.00 award shall not be given to a student for an activity during the same year that the major award is given for that activity. A letter jacket may be given any one time during a student's enrollment at the same school. The student may receive symbolic awards- plaques, medallions, and letters- for participation in each additional UIL activity. A symbolic award may not be given to a student for an activity during the same year that the jacket is given for that activity. Schools must be very careful to see that the awarding of jackets does not overlap (i.e. football and band or volleyball and modern oratory).

2. **LETTERING CRITERIA.** The following lettering criteria will be used for all SAISD Student Athletes. Grade level should not be a factor. Any athlete meeting the criteria can earn a letter jacket. This method is to be reviewed by parents and athletes prior to the season.

1. Jackets and letters are turned in and ordered in October and February on a projected list.  
October – Football, Volleyball, Cross Country, Basketball, Swimming, & Team Tennis  
February – Track, Softball, Baseball, Golf, Tennis, & Soccer

2. Plaques and medallions are turned in and ordered one week after the sport has finished the season with delivery as soon as possible.

\* These awards are only for those athletes that meet the lettering criteria, not for just participating. Participation is acknowledged by a certificate provided by the school.

FOOTBALL	6 or more Games
BASKETBALL	14 or more Games
TRACK	4 or more Meets + District Meet
CROSS COUNTRY	4 or more Meets + District Meet
VOLLEYBALL	14 or more Matches
BASEBALL	13 or more Games
SOFTBALL	13 or more Games
SOCCER	10 or more Games
TEAM TENNIS	60% or more Matches + District Tournament
INDIVIDUAL TENNIS	4 or more Tournaments + Qualify for Regionals in one season. Or, two consecutive seasons of Varsity Competition to include 8 tournaments.
GOLF	4 or more Tournaments + Qualify for Regionals in one season. Or, two consecutive seasons of Varsity Competition to include 8 tournaments.
SWIMMING/DIVING	5 or more Meets + Qualify for Regionals in one season. Or, two consecutive seasons of Varsity Competition to include 9 meets.
STUDENT TRAINER/MANAGERS	1 Varsity Season.

### **Awards**

- First year letterman award- Jacket
- Second year letterman award- bar
- Third year letterman award- bar
- Senior year letterman award- bar or chenille letter.

## CLINIC/STATE PLAY-OFF INFORMATION

### GENERAL

Coaches attending coaching schools, clinics, college visitations, or state tournaments/meets must be certain that proper channels and procedures have been followed prior to their attendance.

High School coaches are expected to coordinate approved coaching schools/clinics with middle school coaches within their feeder schools.

Out-of-state clinics, coaching schools, etc., will not be approved.

### POLICIES FOR SCHOOL BUSINESS DAYS

All high school head coaches are allowed one school business day to attend one state tournament/meet and one clinic upon approval of the principal.

High school assistant coaches will be considered for above activities if requested by the head coaches and approved by the principal.

### GUIDELINES TO REQUESTING ADVANCE MONEY FOR TEAM TRAVEL DISTRICT AND PLAY OFF GAMES ONLY

#### Monies for team travel will only be for teams traveling outside of a 75 miles radius.

- \* Requests for advance money should be submitted in writing using the Team Travel Expense Sheet four weeks prior to travel. Include: List of names and I.D. numbers of all persons traveling. A blank Trip Authorization Form must be signed by the coach. (Both forms may be found on the Athletic website)
- \* Meals for out-of-town travel for individual competitions will be advanced at a rate of \$10.00 per person (this includes gratuity not to exceed 15%). **This \$10.00 is allocated per meal and is not to be carried to another day.**
- \* Coaches should turn in original receipts within three working days after the conclusion of travel. Receipts should include number of people fed and time of last game played. If your team is eliminated from the tournament early, part of the allowed money will be returned. **There will be no reimbursement for state taxes. We are a tax exempt organization and should not pay state tax. Use your tax exempt forms**
- \* Playoff team travel outside of the metropolitan area will be provided a meal if requested in advance.
- \* Out of town competition requiring overnight stay; transportation and entry fee monies will be provided by the Athletic Department; but meals and lodging must be provided by the school team.
- \* Any out of state competition must be sanctioned by the UIL and will be the sole responsibility of the school competing.

**San Antonio Independent School District**

For Finance Office Use Only:

**Trip Authorization Form**

Reviewer/Date:

**I EMPLOYEE INFORMATION**

NAME		VENDOR #	
EMP ID #		SCH/DEPT	

**DESTINATION/PURPOSE**

City and State

Departure	Date/Time		Return	Date/Time	
-----------	-----------	--	--------	-----------	--

**II TRANSPORTATION (See Attached Instructions for State Mileage Guide)**

A. Miles		X	0.5750	Estimated Cost	0.00
B. Auto/ Van Rental					
C. Gasoline for Rental Vehicle					

**III LODGING (See Attached Instructions for Out of State Lodging Rates)**

1. DAILY RATE		X NO. OF NIGHTS		0.00
2. STUDENT LODGING: NO. OF STUDENTS				
NO. ROOMS		X RATE	X NIGHTS	0.00

**IV MEALS (See Attached Instructions for Out of State Meal Rates)**

<b>A. INSTATE:</b>				
-NO. OF FULL DAYS		X	\$55.00	0.00
-NO. OF PARTIAL DAYS		X		0.00
-NO. OF PARTIAL DAYS		X		0.00
<b>B. OUT OF STATE:</b>				
-NO. OF FULL DAYS		X		0.00
-NO. OF PARTIAL DAYS		X		0.00
-NO. OF PARTIAL DAYS		X		0.00
<b>C. STUDENT MEALS</b>				
-NO. STUDENTS		X NO. MEALS	X \$13.00	0.00

**V. Other Expenses (See Instructions for Authorized Expenses)**

A. Seminar Materials		
B. Taxi		
C. Parking Meter/Tolls/Bus Fares		
D.		

<b>TRAVEL COST</b>	0.00
--------------------	------

**Total Amount Advanced to Employee**

Travel Expenses Paid Directly to Vendor			Budget Code:
PO#	AMOUNT	PURPOSE	
		Registration	
		Hotel	

*Please read before signing:*

I understand and acknowledge that failure to complete upon return a *Travel Worksheet within (15) work days after returning from this trip* could result in payroll deduction of the amount due SAISD for Travel expenses as calculated by the Financial Svc Dept.

I certify that the Travel Expenditures are in accordance with the SAISD Travel Guidelines & Policies and sufficient funds are available. Attach supporting documentation for conference, and a copy of Comptroller's Lodging and Meals Rate for Out-of-State Travel.

REQUESTED BY		DATE	
Print Name:			

## Tickets Procedure for Campus Games

1. Coach must obtain Fund Raiser “Request for Approval.”
2. Each campus will insure the use of numbered tickets for general admission and students at all campus games.
3. At the end of each game the coach in charge will generate a game report (see attached.) The coach will give the report and monies to the campus secretary/bookkeeper for deposit on the date of game, or no later than the next school business day following a game.
4. The campus secretary and/or bookkeeper will deposit ticket sales receipts daily. The money should be deposited through the armored carrier service for deposit into the district’s bank. The money will be deposited into the following budget codes for High Schools and Middle Schools:
  - 50% (Girls Account - 865-00-2256-98-XXX.-900000)\*\*.
  - Or (Boys Account - 865-00-2256-99-XXX.-900000)\*\*.
  - 50% to the 461 Account (for coaches)

And the following budget codes will be used for Academy League Schools:

  - 50% (Girls Account - 865-00-2256-96-XXX.-900000)\*\*.
  - Or (Boys Account - 865-00-2256-97-XXX.-900000)\*\*.
  - 50% to the 461 Account (for coaches)
5. If the deposit is not ready for the armored carrier service, the campus secretary/or bookkeeper will keep funds in a secure place. (School safe)
6. Coaches will keep detailed records of all game reports and receipts in their files.
7. Coordinators will be given a copy of all reports to be kept on file.
8. Under **NO** circumstances should tickets be handled or sold by any personnel other than a professional coach or teacher.
9. Keep ticket stubs for five (5) years.

\*\* (XXX-Campus number)

# HIGH SCHOOL AND MIDDLE SCHOOL GAME REPORT

**Date:** \_\_\_\_\_ **Sport:** \_\_\_\_\_

**Game:** \_\_\_\_\_ **Vs** \_\_\_\_\_ **Level:** \_\_\_\_\_

\_\_\_ **Check if no admission was charged. Reason:** \_\_\_\_\_

<b>STUDENT TICKETS</b>				
Starting Ticket #	Ending Ticket #	# Of Tickets Sold	Price	Total
			\$	\$

<b>GENERAL ADMISSION TICKETS</b>				
Starting Ticket #	Ending Ticket #	# Of Tickets Sold	Price	Total
			\$	\$

Ticket Prices: Session involving Varsity – General Admission - \$4.00, Students - \$3.00  
 Sub-varsity - General Admission - \$3.00, Students - \$2.00  
 Middle School – General Admission - \$2.00, Students - \$1.00

**TOTAL RECEIPTS:**     \$ \_\_\_\_\_

After each game, the money will be deposited in to the Special Activity budget code,  
**50% (Girls Account - 865-00-2256-98-XXX.-900000)\*\*.**  
**Or (Boys Account - 865-00-2256-99-XXX.-900000)\*\***  
**50% 461 (Coaches account)**

Coaches are responsible for keeping a file of all game reports.

**REPORTING COACH:** \_\_\_\_\_

**GAME ADMINISTRATOR:** \_\_\_\_\_

\*\* (XXX-Campus number)

# ACADEMY LEAGUE GAME REPORT

**Date:** \_\_\_\_\_ **Sport:** \_\_\_\_\_

**Game:** \_\_\_\_\_ **Vs** \_\_\_\_\_ **Level:** \_\_\_\_\_

\_\_\_ **Check if no admission was charged. Reason:** \_\_\_\_\_

<b>STUDENT TICKETS</b>				
Starting Ticket #	Ending Ticket #	# Of Tickets Sold	Price	Total
			\$	\$

<b>GENERAL ADMISSION TICKETS</b>				
Starting Ticket #	Ending Ticket #	# Of Tickets Sold	Price	Total
			\$	\$

Ticket Prices: Academy Sports League – General Admission - \$2.00, Students - \$1.00

**TOTAL RECEIPTS:**     \$ \_\_\_\_\_

After each game, the money will be deposited in to the Special Activity budget code,  
**50% (Girls Account - 865-00-2256-96-XXX.-900000)\*\*.**  
**OR (Boys Account - 865-00-2256-97-XXX.-900000)\*\*.**

**50% 461 (Coaches account)**

Coaches are responsible for keeping a file of all game reports.

**REPORTING COACH:** \_\_\_\_\_

**GAME ADMINISTRATOR:** \_\_\_\_\_

\*\* (XXX-Campus number)

## ATHLETIC EQUIPMENT CONTROL

### NEW EQUIPMENT

Each head coach selects his/her equipment. Allotment is based on needs relative to inventory and participation. All new equipment shall be purchased by the Athletic Department on a basis compatible with the best interests of the SAISD, and in accordance with purchasing procedures which are established by Board policy.

### ISSUANCE AND RETURN OF EQUIPMENT

The issuance of equipment shall be made at the opening of the season in reasonable quantities for the seasons needs. Issuance is made from Alamo Stadium and shall be recorded on the proper form.

Signature by the schools representative will represent the schools acknowledgment of responsibility for inventory of equipment at the close of the season. Items damaged or destroyed through normal wear and tear will be picked up by the Assistant Athletic Director in charge of equipment at the end of the season and taken to an athletic repair company. Exchanging of equipment between the high school and middle school is also the responsibility of the equipment custodian.

Upon receipt of equipment by a school, each issuance of equipment to an individual participant shall be recorded and acknowledged whereby receipt is acknowledged. This form will be held at the Athletic Office to determine the individual (s) responsible for equipment shortages, if any, which are discovered at the close of the season when all equipment is inventoried by equipment custodian for necessary cleaning, repairing, storing, etc.

During each season it shall be the responsibility of the equipment custodian to maintain a sufficient inventory of equipment to replace damaged items. Repairs should be made as needed to maintain equipment in usable and safe condition. Whenever possible or practical, damaged items should be investigated as to possibility of return to vendor source for repair or replacement under warranty provisions (helmets, etc.).

### **NO SCHOOL WILL PURCHASE ADDITIONAL ATHLETIC SUPPLIES (I.E., SHOES, UNIFORMS, ETC.) WITHOUT PRIOR APPROVAL OF THE ATHLETIC OFFICE AND SCHOOL PRINCIPAL.**

All coaches purchasing athletic equipment from their own fundraisers will report it on their regular inventory. Make sure purchases are identified as either athletic office purchases or school purchases.

All equipment is to be purchased, received, issued, and picked up for repair in essentially the same manner as before mentioned. Items such as socks and supporters are considered as being of an expendable nature and not subject to charge back as missing items. Other items are to be cleaned, repaired, and boxed for re-issuance to that school upon their request with minor supplemental issuance of new equipment where deemed necessary by the equipment custodian. The Athletic Office will not be responsible for the repair or replacement of any equipment not purchased or issued by the Athletic Office.

Issuance shall be made to the coach in reasonable quantities for season requirements. It is the responsibility of each coach to conserve this equipment to the greatest extent deemed possible.

Coaches are not to wear school equipment meant for student use (i.e. shoes, letter jackets,) unless purchased by the coach.

Disposal of all unusable athletic equipment is authorized as scrap if, in the opinion of the Director of Athletics, the equipment has no resale value at auction or could be traded by SAISD for new equipment; hence, **advance approval** of such action by the Director of Athletics is necessary. Equipment that is to be destroyed should be brought to Alamo Stadium for inspection and disposal. The Head Coach and Athletic Coordinator should fill out the disposal form and schedule an appointment with the appropriate Assistant Athletic Director.

In case of break-ins, a list of all stolen equipment will be made and turned in to the Athletic Office over the signature of the responsible coach and principal. Also contact SAISD Chief of Police at 271-3124.

Any equipment lost by an athlete shall be paid for by that school according to the price list provided by the Assistant Athletic Director in charge of equipment. Monies collected for such equipment shall be turned in to the school bookkeeper or secretary and deposited into the general athletic account.

**No changes in uniform colors or designs will be accepted by the Athletic Office unless approved in writing by the school board.**

At the conclusion of every football season, the equipment custodian along with a representative from the authorized repair company will go to every school that participated in athletics and examine every item that may need certification, repair, or rejection. The helmets on the high school level are on an every other year certification schedule and all other protective equipment is repaired as needed so as to extend the useable safe life of the unit. All helmets are rejected at the end of eight years as this is the projected life of the plastic. All coaches are to monitor the equipment during the season for any defects and report this to the equipment custodian for immediate repair.

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

## PROCEDURES FOR EVALUATING COACHES

1. The school principal and athletic coordinator will meet at the beginning of each school year to set goals, objectives and make decisions regarding the upcoming athletic season. Program strengths and areas needing improvement, relative to the total campus program, will be discussed and identified. The principal may ask head coaches of individual sports to attend this meeting and provide team-specific information regarding staff, schedule and procedures.
2. At the beginning of each school year, the principal or assistant principal will meet with all coaches to establish expectations for the athletic program.
3. Athletic department staff is responsible for observing district teams in competition and campus events and providing regular feedback to principals regarding the performance of coaches and athletic programs.
4. The Coaches Evaluation Record (CER) will be used to evaluate a coach's performance on and off the playing field. CERs are completed when the coach has completed his/her athletic season and in accordance with district appraisal procedures. Principals may complete an evaluation record ahead of the designated appraisal period if a coach's performance does not meet expectations as defined by the athletic department, campus administration and according to standards established in the CER.

Evaluations completed prior to the end of the school year may be re-opened and revised to reflect current changes in the coach's performance, if warranted. In this instance, the coach will receive a copy of the adjusted CER.

5. Evaluations for athletic coordinators will be completed by the principal with input from the assistant principal and athletic department, as appropriate.

Evaluations for head coaches will be completed by the principal or assistant principal with input from the athletic coordinator and athletic department, as appropriate.

Evaluations for coaches will be completed by the principal or assistant principal with input from the athletic coordinator, head coach (es), and athletic department, as appropriate.

6. Performance criteria will be rated on a 3-point scale using the following standards: *Proficient*, *Needs Improvement* and *Unsatisfactory*. *Proficient* ratings must meet an 80% or higher standard of performance for credit. A rating of *Not Applicable* shall be considered when any criterion does not apply.
7. A copy of the signed CER will be given to the coach during a private conference. Copies will be sent to the Athletic Department and placed in the employee's Human Resources personnel file.
8. Recommendations for improvement shall be provided whenever a coach's performance is rated as *Needs Improvement* or *Unsatisfactory* in any area.
9. Ratings of *Needs Improvement* or *Unsatisfactory* must be supported with appropriate documentation. Documentation should be developed prior to the completion of the evaluation record and per

cumulative data rules as defined by the **San Antonio Independent School District Teacher Appraisal System**. Justification for ratings of *Needs Improvement* or *Unsatisfactory* must be provided in the *Comments* section of the CER.

10. Principals and coaches will receive training on the appraisal instrument and appraisal process at the beginning of each school year and as changes are made. New principals and coaches will receive training as soon as practicable upon hiring.
11. The Athletic Department is available to assist coaches and principals with the appraisal process, as needed.
12. Coaches who disagree with their appraisal may submit a written response to the principal/assistant principal no later than ten (10) working days after receiving the CER. If submitted, responses become part of and attached to the appraisal record.

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
COACHES EVALUATION RECORD**

EMPLOYEE NAME \_\_\_\_\_ CAMPUS \_\_\_\_\_

POSITION/SPORT COACHED \_\_\_\_\_ DATE \_\_\_\_\_

**P = PROFICIENT; NI = NEEDS IMPROVEMENT; U = UNACCEPTABLE; N/A = NOT APPLICABLE**

**I. PROFESSIONAL AND PERSONAL RELATIONSHIP**

- |   | P | NI | U | N/A |
|---|---|----|---|-----|
| 1. Maintains open lines of communication with campus administration both verbally and in writing; regularly updates administration and athletic coordinator regarding athletic issues.                          |   |    |   |     |
| 2. Provides written lettering award requirements to team members and parents as recommended by the Athletic Department and indicated in the Athletic Handbook and approved by the Principal (high school only). |   |    |   |     |
| 3. Provides written team rules, as approved by campus principal, to squad members and parents.  |   |    |   |     |
| 4. Employs fair and consistent behavior management strategies with all student athletes; heeds due process procedures when investigating student/team misconduct.   |   |    |   |     |
| 5. Dresses appropriately at practices and games as recommended by the Athletic Department and indicated in the Athletic Handbook.   |   |    |   |     |
| 6. Develops effective public relations with the school, parents and community.  |   |    |   |     |
| 7. Supports student athletes/athletic program by participating in sports related school functions   |   |    |   |     |
| 8. Maintains appropriate professional conduct towards players, coaches, officials, and patrons at athletic practices and games.   |   |    |   |     |
| 9. Works cooperatively with coaches at the elementary, middle school and high school levels to develop a coordinated, comprehensive, and vertically aligned athletic program.                                   |   |    |   |     |
| 10. Promotes all sports in the athletic program and fosters school spirit and pride.  |   |    |   |     |

**COACHES EVALUATION RECORD**

11. Establishes and maintains open lines of communication with students and parents

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12. Works cooperatively with coaching staff.

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13. Works cooperatively with campus administration.

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14. Works cooperatively with the Athletic Department.

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Comments/Commendations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**II. COACHING PERFORMANCE**

1. Models respect for athletes, coaches, officials and patrons during all coaching situations and athletic events.

P	NI	U	N/A

2. Provides responsible supervision for student athletes.

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3. Demonstrates knowledge and expertise in his/her sport.

--	--	--	--

4. Develops and implements effective leadership strategies that foster individual and team success.

--	--	--	--

5. Designs flexible, well-coordinated and well-organized practice/game schedules that maximize team, staff and facility resources.

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6. Models the fundamental philosophy, skills and techniques endorsed by the SAISD Athletic Department for student athletes.

--	--	--	--

7. Demonstrates respect and good sportsmanship on and off the playing field; establishes expectations for student athletes and staff to do the same.

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8. Updates coaching techniques and ideas at clinics and workshops.

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**COACHES EVALUATION RECORD**

**9.** Models effective leadership skills that promote positive attitudes and efforts among student athletes.

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**10.** Follows required guidelines for addressing student injuries as found in the Athletic Handbook, board policy and district procedures.

--	--	--	--

**11.** Delegates responsibility to assistant coaches while maintaining full responsibility for the program or sport (head coaches only).

--	--	--	--

**12.** Uses effective, appropriate motivational strategies that comply with the Educators Code of Ethics for teachers and coaches, board policy, and athletic department requirements.

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**13.** Places appropriate emphasis on the role of competitive athletics in the total development of the student athlete.

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**14.** Communicates to student athletes the importance of accepting responsibility for their own decisions and behavior on and off the playing field.

--	--	--	--

**15.** Utilizes effective scouting methods and techniques to improve team's performance.

--	--	--	--

**16.** Achieves optimal individual and/or team performance levels that extend beyond season win-loss records.

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**17.** Meets or exceeds the Minimum Competition Standards as set forth by the athletic office.  
(ratings of NI or U require a growth plan; first year coaches exempt from standards during their initial coaching year)

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Comments/Commendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. RELATED COACHING RESPONSIBILITIES**

P	NI	U	N/A

1. Actively participates in campus initiatives which address academic success.

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2. Ensures all student athletes meet eligibility requirements in accordance with UIL competition guidelines.

--	--	--	--

3. Encourages athletes to participate in as many sports as desired.

--	--	--	--

4. Supports student athletes' participation in other school related activities.

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5. Encourages and/or facilitates opportunities for athletes to further develop individual and team skills during pre and post-season periods. (high school only)

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6. Demonstrates a willingness to share athletic facilities with other school related programs.

--	--	--	--

7. Attends in-services, athletic department/school meetings and sports clinics necessary for the growth of the athletic program and the improvement of coaching performance.

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8. Attends all meetings, practices, and athletic events at designated times.

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9. Follows requirements as described in the Athletic Handbook, board policy and district procedures.

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10. Understands and follows rules and regulations set forth by all governing agencies, including but not limited to: UIL, TEA, SAISD Board of Trustees, the District, professional organizations and campus administration.

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11. Submits required documents as listed in the Athletic Handbook to the campus and Athletic Department in a timely manner.

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12. Provides a written report to campus administration and the Athletic Department regarding any critical incident as soon as practical, and no later than 24 hours after the incident, unless otherwise required by the school principal or the Athletic Department.

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13. Assumes responsibility for the proper procurement and care of athletic equipment

## COACHES EVALUATION RECORD

- |   |  |  |  |  |  |
|---|--|--|--|--|--|
| <b>14.</b> Maintains and prepares facilities and equipment for practice and competition in accordance with athletic department, board policy and district procedures. | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |  |  |  |  |
|   |  |  |  |  |  |
| <b>15.</b> Follows district guidelines for the purchase of equipment as specified in the Athletic Handbook, board policy and district procedures.                     | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |  |  |  |  |
|   |  |  |  |  |  |
| <b>16.</b> Follows district guidelines related to student activity accounts as specified in the Athletic Handbook, board policy and district procedures.              | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |  |  |  |  |
|   |  |  |  |  |  |
| <b>17.</b> Maintains expenditures for the assigned sport within the budget in accordance with board policy and district procedures.<br>(head coaches only)            | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |  |  |  |  |
|   |  |  |  |  |  |

Comments/Commendations: \_\_\_\_\_

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### IV. SUPERVISION/LEADERSHIP

**(The criteria in this Domain apply to Athletic Coordinators only)**

- |  | P  | NI | U | N/A |  |
|--|--|----|---|-----|--|
| <b>1.</b> Serves as a liaison for the athletic department.   | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |    |   |     |  |
|  |  |    |   |     |  |
| <b>2.</b> Communicates athletic department information and philosophy via monthly and regularly scheduled coaches meetings.      | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |    |   |     |  |
|  |  |    |   |     |  |
| <b>3.</b> Works collaboratively with male/female athletic coordinators to address issues related to the campus athletic program. | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |    |   |     |  |
|  |  |    |   |     |  |
| <b>4.</b> Develops a collaborative and vertically aligned program for campuses within their area cluster schools.                | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |    |   |     |  |
|  |  |    |   |     |  |
| <b>5.</b> Assists in the selection and hiring of new coaches.  | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |    |   |     |  |
|  |  |    |   |     |  |
| <b>6.</b> Assists in the evaluation of campus-based coaches.   | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |    |   |     |  |
|  |  |    |   |     |  |
| <b>7.</b> Supervises and coordinates campus athletic facilities.   | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> |    |   |     |  |
|  |  |    |   |     |  |

**COACHES EVALUATION RECORD**

8. Monitors and maintains up-to-date records for the assigned athletic programs.

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9. Uses 5 Measures Report Card data, to provide support guidance and direction to coaches regarding the athletic program.

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Comments/Commendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERFORMANCE IN THIS ASSIGNMENT** – (evaluator(s) indicate by circling)

**SATISFACTORY** - To be unconditionally recommended for continued assignment.

**CONDITIONAL** - To be recommended for continued assignment provided an understanding can be reached in areas where improvement is suggested.

**UNSATISFACTORY**- Not to be recommended for continued assignment.

Employee being evaluated check box below.

**I have read this performance review and I do agree with its content.**

**I have read this performance review and I do not agree with its content.**

Response will follow:

YES

NO

**SIGNATURES:**

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

CAMPUS ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Name & Title)

## COACHES EVALUATION RECORD/PERFORMANCE DESCRIPTORS

### I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

1. *Maintains open lines of communication with campus administration both verbally and in writing; regularly updates administration and athletic coordinator regarding athletic issues.*

**PERFORMANCE DESCRIPTOR:** Meets with administrators on a regular basis or as needed; shares coordinator agendas with appropriate staff; reports issues of concern to designated individual (s) in a timely manner.

2.

*Provides written lettering award requirements to team members and parents as recommended by the Athletic Department and indicated in the Athletic Handbook and approved by the principal (high school only)*

**PERFORMANCE DESCRIPTOR:** Maintains filed copies of current team lettering requirements that have been approved by the campus principal and signed by student athletes and parents.

3. *Provides written team rules, as approved by campus principal, to squad members and parents.*

**PERFORMANCE DESCRIPTOR:** Maintains filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents.

4. *Employs fair and consistent behavior management strategies with all student athletes; heed due process procedures when investigating student/team misconduct*

**PERFORMANCE DESCRIPTOR:** Implements a written discipline management plan that is fair, consistent, allows for due process for student athletes, and maintains individual and team discipline in a positive manner. Teams rules should be clearly defined and include a progression of consequences from verbal/written warnings, coach/team discipline, parent notification, suspension, or, in extreme cases, removal from team. Specific rules should reference behavior consequences for: unexcused absences from school and/or games, tardiness, un-sportsmanship-like behavior, and violating the student code of conduct. Major infractions such as felonies may result in immediate removal from the team.

5. *Dresses appropriately at practices and games as recommended by the Athletic Department and indicated in the Athletic Handbook.*

**PERFORMANCE DESCRIPTOR:** Exhibits sports-appropriate dress and appearance during athletic practice and game situations. Coaching attire in school colors will be worn at practice. Professional attire in game situations will be sport-specific.

6. *Develops effective public relations with the school, parents and the community.*

**PERFORMANCE DESCRIPTOR:** Develops and maintains good public relations with colleagues, parents and community. Attends booster club meetings, reports scores and stats to newspapers, holds parent meetings at the beginning of the season, posts game results on district website.

7. *Supports student athletes/athletic program by participating in sports related school functions.*

**PERFORMANCE DESCRIPTOR:** Shows interest in student athlete's accomplishments on and off the playing field. Attends Parents' Night, sports banquets, athletic awards ceremonies and pep rally assemblies. Prepares and send recommendation letters to colleges on behalf of future athletes.

8. *Maintains appropriate professional conduct towards players, coaches, officials, and patrons at athletic practices and games.*

**PERFORMANCE DESCRIPTOR:** Demonstrates diplomacy, tact, self-control and respect for all.

9. *Works cooperatively with coaches at the elementary, middle school and high school levels to develop a coordinated, comprehensive, and vertically aligned athletic program.*

**PERFORMANCE DESCRIPTOR:** Works with cluster coaches at every level to develop well-coordinated, vertically aligned athletic programs by visiting area campuses, observing athletic practice and games. Coaches are expected to run the same offensive and defensive schemes/systems throughout the cluster in appropriate sports.

10. *Promotes all sports in the athletic program and fosters school spirit and pride.*

**PERFORMANCE DESCRIPTOR:** Provides leadership in the development and implementation of the total campus athletic program; promotes positive staff morale, attitudes and enthusiasm.

11. *Establishes and maintains open lines of communication with students and parents.*

**PERFORMANCE DESCRIPTOR:** Organizes and prepares pre-season meetings with parents to review team policies, procedures, calendar and additional information regarding the upcoming sports season. Conducts parent/coach conferences as needed.

12. *Works cooperatively with coaching staff.*

**PERFORMANCE DESCRIPTOR:** Accepts and acts upon constructive criticism in a professional manner. Develops loyalty, flexibility and a spirit of cooperation among colleagues, campus administration and athletic department.

13. *Works cooperatively with campus administration.*

**PERFORMANCE DESCRIPTOR:** Accepts and acts upon constructive criticism in a professional manner. Develops loyalty, flexibility and a spirit of cooperation among colleagues, campus administration and athletic department.

14. *Works cooperatively with the Athletic Department.*

**PERFORMANCE DESCRIPTOR:** Accepts and acts upon constructive criticism in a professional manner. Develops loyalty, flexibility and a spirit of cooperation among colleagues, campus administration and athletic department.

## II.COACHING PERFORMANCE

1. *Models respect for athletes, coaches, officials and patrons during all coaching situations and athletic events.*

**PERFORMANCE DESCRIPTOR:** Acts as a role model for athletes by exhibiting integrity, dependability, emotional stability and maturity. Demonstrates fairness and patience with team members. Provides constructive criticism and is generous with praise. Teaches respect for officials and their decisions. Exhibits appropriate dress code and appearance.

2. *Provides responsible supervision for student athletes.*

**PERFORMANCE DESCRIPTOR:** Provides effective team supervision on and off campus grounds before, during and after practices and games.

3. *Demonstrates knowledge and expertise in his/her sport.*

**PERFORMANCE DESCRIPTOR:** Makes good decisions during game situations, teaches fundamental skills and appropriate drills.

4. *Develops and implements effective leadership strategies that foster individual and team success.*

**PERFORMANCE DESCRIPTOR:** Develops written rules and procedures for student athletes. Motivates players to give maximum effort at all times. Coaches all players. Encourages the development of strong, positive and competitive attitudes among players.

5. *Designs flexible, well-coordinated and well-organized practice/game schedules that maximize team, staff and facility resources.*

**PERFORMANCE DESCRIPTOR:** Organizes and prepares for daily practices. Organizes and develops creative game plans and weekly itineraries. Efficiently delegates responsibility to assistant coaches. Plans and executes programs to achieve short and long term goals.

6. *Models the fundamental philosophy, skills and techniques endorsed by the SAISD Athletic Department for student athletes.*

**PERFORMANCE DESCRIPTOR:** Keeps current with, demonstrates knowledge of and adheres to SAISD Athletic Department, board and district policies.

7. *Demonstrates respect and good sportsmanship on and off the playing field; establishes expectations for student athletes and staff to do the same.*

**PERFORMANCE DESCRIPTOR:** Encourages positive interactions and good sportsmanship between athletes and opponents. Enforces a “no taunting” policy and teaches/models respect for officials and their decisions.

8. *Updates coaching techniques and ideas.*

**PERFORMANCE DESCRIPTOR:** Keeps abreast of and utilizes new and innovative concepts, ideas, and current technology through clinics, reading material, observation of competitors and other teams; sharing ideas with colleagues and peers. Maintains involvement in professional organizations.

9. *Models effective leadership skills that promote positive attitudes and efforts among student athletes.*

**PERFORMANCE DESCRIPTOR:** Exhibits positive attitude and enthusiasm.

10. *Follows required guidelines for addressing student injuries as found in the Athletic Handbook, board policy and district procedures.*

**PERFORMANCE DESCRIPTOR:** Self-explanatory

11. *Delegates responsibility to assistant coaches while maintaining full responsibility for the program or sport (Head Coaches only)*

**PERFORMANCE DESCRIPTOR:** Self-explanatory

12. *Uses effective, appropriate motivational strategies that comply with the Educators Code of Ethics for teachers and coaches, board policy, and athletic department requirements.*

**PERFORMANCE DESCRIPTOR:** Provides recognition of athletes’ accomplishments. Promotes positive team morale. Motivates players to give maximum effort at all times using strategies such as pre-game and half-time pep talks.

13. *Places appropriate emphasis on the role of competitive athletics in the total development of the student athlete.*

**PERFORMANCE DESCRIPTOR:** Involves all athletes in team concepts, promoting growth of character in student athletes.

14. *Communicates to student athletes the importance of accepting responsibility for their own decisions and behavior on and off the playing field.*

**PERFORMANCE DESCRIPTOR:** Maintains individual and team discipline in a fair and positive manner. Enforces team rules consistently. Notifies parents, athletic coordinator and campus administrators when extreme discipline (such as dismissal) is required.

15. *Utilizes effective scouting methods and techniques to improve team's performance.*

**PERFORMANCE DESCRIPTOR:** Assign scouts, uses and interprets scouting reports, and incorporates the information gained into game plans.

16. *Achieves optimal individual and/or team performance levels that extends beyond season win-loss records.*

**PERFORMANCE DESCRIPTOR:** Athletes demonstrate correct fundamental skills, have good attitudes, demonstrate team work, exhibit high levels of competitiveness, and participate in organized, consistent practices. Coaches are able to maintain and increase student athlete participation in their sports programs.

- 17.

*Meets or exceeds the Minimum Competition Standards as set forth by the athletic office (ratings of NI or U require a growth plan; first year coaches exempt from standards during initial coaching year).*

**PERFORMANCE DESCRIPTOR:** Maintains competitive athletic teams at all levels as outlined by the Minimum Competition Standards and included in the Athletic Department Handbook

### III. RELATED COACHING RESPONSIBILITIES

1. *Actively participates in campus initiatives which address academic success.*

**PERFORMANCE DESCRIPTOR:** Shows interest in the classroom endeavors of student athletes. Initiates study hall and tutoring sessions, supports campus efforts and initiatives, encourages student participation in Saturday School, and consistently monitors students' academic progress. Establishes and maintains appropriate coach/student athlete relationship.

2. *Ensures all student athletes meet eligibility requirements in accordance with UIL competition guidelines.*

**PERFORMANCE DESCRIPTOR:** Demonstrates promptness and efficiency with clerical work related to student athlete eligibility: physicals, parent approval, insurance, transfers, end-of-season reports, academic eligibility, equipment, inventories, etc.

3. *Encourages athletes to participate in as many sports as desired.*

**PERFORMANCE DESCRIPTOR:** Facilitates complaints from parents/students regarding coaches' pressuring athletes to participate in a particular sport. Coordinates opportunities for coaches of other sports to invite athletes to participate in their sport; allows athletes to go to off-season programs in a fair manner.

4. *Supports student athletes' participation in other school related activities.*

**PERFORMANCE DESCRIPTOR:** Supports participation in other sports and school activities of interest to the student athlete: band, fine arts, student council, PALS, ROTC, etc. Makes an effort to attend students' activities, and works with other club sponsors to allow adequate practice time among shared activities.

5. *Encourages and/or facilitates opportunities for athletes to further develop individual and team skills during pre and post-season periods (high school only).*

**PERFORMANCE DESCRIPTOR:** Opens gym and weight room during off-season, holiday and summer periods; encourages year-long, sport-specific conditioning programs. Provides information related to summer sports leagues and tournament opportunities.

6. *Demonstrates a willingness to share athletic facilities with other school-related programs.*

**PERFORMANCE DESCRIPTOR:** Aids in promoting effective school and public relations by sharing athletic facilities for faculty/student athletic competitions; offers the gymnasium for large group activities; allows for community education classes, fitness and health-related activities in athletic areas, track, etc.

7. *Attends in-services, athletic department/school meetings and sports clinics necessary for the growth of the athletic program and the improvement of coaching performance.*

**PERFORMANCE DESCRIPTOR:** Engages in continuous professional improvement and learning as provided by the SAISD. Attends booster club meetings, reports scores and stats to newspapers, holds parent meetings at the beginning of the season, and posts game results on the district website.

8.

*Attends all meetings, practices, and athletic events at designated times.*

**PERFORMANCE DESCRIPTOR:** Self-explanatory

9. *Follows requirements as described in the Athletic Handbook, board policy and district procedures.*

**PERFORMANCE DESCRIPTOR:** Self-explanatory

10. *Understands and follows rules and regulations set forth by all governing agencies, including but not limited to: UIL, TEA, SAISD Board of Trustees, the District, professional organizations and campus administration.*

**PERFORMANCE DESCRIPTOR:** Self-explanatory

11. *Submits required documents as listed in the Athletic Handbook to the campus and Athletic Department in a timely manner.*

**PERFORMANCE DESCRIPTOR:** Self-explanatory

12. *Provides a written report to campus administration and the Athletic Department regarding any critical incident as soon as practical, and not later than 24 hours after the incident, unless otherwise required by the school principal or the Athletic Department.*

**PERFORMANCE DESCRIPTOR:** Critical incidents must be reported to the campus principal and athletic department within 24 hours of occurrence; emergency situations must immediately be reported by phone to the school principal. An explanation of specific critical incidents can be found in the SAISD Athletic Department Handbook.

13. *Assumes responsibility for the proper procurement and care of athletic equipment.*

**PERFORMANCE DESCRIPTOR:** Organizes the effective issuance and collection of athletic equipment; plans for the efficient purchasing, storage, and security of equipment. Inspects and maintains equipment to ensure student safety. Purchases, stores and secures equipment as per district, athletic department and campus guidelines.

14. *Maintains and prepares facilities and equipment for practice and competition in accordance with athletic department, board policy and district procedures.*

**PERFORMANCE DESCRIPTOR:** Maintains district's standards of game uniforms. Supervises and maintains cleanliness of weight rooms, dressing rooms, and athletic facilities.

15. *Follows district guidelines for the purchase of equipment as specified in the Athletic Handbook, board policy and district procedures.*

**PERFORMANCE DESCRIPTOR:** Self-explanatory

16. *Follows district guidelines related to student activity accounts as specified in the Athletic Handbook, board policy and district procedures.*

**PERFORMANCE DESCRIPTOR:** Self-explanatory

17. *Maintains expenditures for the assigned sport within the budget in accordance with board policy and district procedure. (Head Coaches only).*

**PERFORMANCE DESCRIPTOR:** Self-explanatory

#### IV.SUPERVISION/LEADERSHIP (Athletic Coordinators Only)

1. *Serves as a liaison for the Athletic Department.*

**PERFORMANCE DESCRIPTOR:** Addresses concerns and issues with school administration, athletic office, coaches, athletes, parents, booster organizations, community, etc.

2. *Communicates athletic department information and philosophy via monthly and regularly scheduled coaches meetings.*

**PERFORMANCE DESCRIPTOR:** Provides staff agendas at monthly meetings; disseminates information received at coordinator's meetings to athletic staff.

3. *Works collaboratively with male/female athletic coordinators to address issues related to the campus athletic program.*

**PERFORMANCE DESCRIPTOR:** Supervises staff effectively and promotes staff development. Meets regularly with coaches and promotes positive staff morale. Engages in a shared decision-making processes. Maintains consistency between male and female athletic programs.

4. *Develops a collaborative and vertically aligned program for campuses within their area cluster schools.*

**PERFORMANCE DESCRIPTOR:** Relays expectations to staff; monitors practices and games; provides positive feedback and constructive criticism to coaches about observed practices and games; utilizes observation and verbal counseling reports; provides guidance to improve performance; facilitates training among cluster coaches regarding standard team plays, game and sports strategies.

5. *Assists in the selection and hiring of new coaches.*

**PERFORMANCE DESCRIPTOR:** Provides input to campus administrators/athletic department regarding the selection and hiring of new coaches, including a review of resumes, job search, interviews and final selection.

6. *Assists in the evaluation of campus-based coaches.*

**PERFORMANCE DESCRIPTOR:** Assists campus administration with the evaluation of campus-based coaches including the completion of evaluation records as appropriate. Provides formal and informal input to coaches and administrators through observations of practices and competitions. Uses documentation tools to provide positive feed and constructive criticism. Performs coach/staff evaluations efficiently and in a timely manner.

7. *Supervises and coordinates campus athletic facilities.*

**PERFORMANCE DESCRIPTOR:** Ensures that campus facilities are utilized fairly by all staff and community.

8. *Monitors and maintains up-to-date records for the assigned athletic programs.*

**PERFORMANCE DESCRIPTOR:** Demonstrates effective organization and management skills. Exhibits effective oral and written communication skills. Maintains squad lists, insurance forms, squad size forms, end of season reports, win-loss records, physicals, parent approvals, eligibility lists and letterman procedures.

- 9.

*Collects and inputs data each nine weeks.*

**PERFORMANCE DESCRIPTOR:** Disaggregates data and analyzes reports. Meets with head coaches regarding data. Uses data to inform decisions regarding the athletic program.

**Please Note:** Performance Descriptors are intended to serve as an example of performance expectations for coaches. This list is by no means exhaustive. Additional criteria may apply.



## Minimum Competition Standards for High School Athletics

### *Standards:*

#### **Football, Volleyball, Basketball, Baseball, Softball, and Soccer:**

- **Varsity**
  - Must compete in all games assigned
- **Junior Varsity**
  - Must compete in all games assigned
- **Freshman**
  - Must compete in all games assigned
- **Freshman “B” Coach / JV “B” Coach**

The “B” team schedule must be submitted to the Athletic Department prior to the season. The “B” team must compete in at least one half of the number of games played by the varsity team and must maintain the following squad numbers the entire season:

○ Fr. Volleyball – 25	JV Soccer – 36
○ Fr. Basketball – 20	JV Baseball – 34
○ Fr. Football – 40	JV Softball – 32

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#### **Cross Country:**

**\*A full team consists of at least five runners.**

- **Varsity**
  - Must have a full team entered in a minimum of seven (7) meets plus the district meet.
- **Junior Varsity**
  - Must have a full team entered in a minimum of four (4) meets plus the district meet.

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#### **Tennis:**

- **Team Tennis**
  - Must compete in all assigned matches plus the district tournament.
- **Spring Tennis**
  - Must compete in six (6) tournaments plus the district tournament and enter all events.
- **Criteria for assistant coach** – must have a JV team of 7 boys and 7 girls consistently throughout the year (8 and 8 for Spring Tennis), play in no less than 5 matches in team tennis and 4 tournaments in Spring Tennis.

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### **Track:**

- **Varsity**
  - Must have one entry in at least thirteen (13) of seventeen (17) events in six meets plus the district meet.
- **Junior Varsity**
  - Must have one entry in at least nine (9) of seventeen (17) events in five (5) meets plus the district meet.

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### **Golf:**

**\*A full team consists of a minimum of four (4) male and four (4) female golfers.**

- Must have a full team entered for both boys and girls and compete in six (6) tournaments plus the district tournament.

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### **Swimming:**

**\*A full team consists of eight (8) male and eight (8) female swimmers.**

- Must have a full team entered in all Dual Meets, two Invitational Meets, plus the District Meet, and Region Meet, if qualified.

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### **Water Polo:**

**\*Must have a minimum of four (4) male and four (4) female players.**

- Must participate in two of three (3) SAISD tourneys.

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## ***Accountability:***

### **Sanctions**

- If minimum standards are not met, the **head coach** will be placed on a growth plan the following year.
- After the second year of standards not being met, the **head coach's** assignment may be changed or the **head coach** may be relieved of all coaching duties.

### **Note**

- First year head coaches will be exempt from these standards during their initial year in the assignment.



## Minimum Competition Standards for Middle School Athletics

### ***Standards:***

#### **Football, Volleyball, and Basketball:**

Must field and compete in all A & B team games/matches assigned, including tournaments if scheduled.

#### **“C” Team Coaches**

The “C” team must compete in all of the games/matches scheduled and must maintain numbers to fill a team the entire season, or coaching slots may be removed from the campus for the following year. This decision will be made by the Athletic Office based on squad size reports, win/loss records and 7th & 8th grade school population per campus.

#### **Soccer:**

Must field and compete in all matches assigned by the Athletic Office, including tournaments.

#### **Cross Country:**

\*A full team consists of a minimum of five runners.

Must have a full team (girls and boys) for each grade level entered in all meets assigned by Athletic Office

#### **Tennis:**

Must compete in all assigned matches with competitors in all events (7 girls & 7 boys), including tournaments.

#### **Track:**

Must have one entry in at least twelve (12) of sixteen (16) events in all meets assigned by the Athletic Office

#### **Golf:**

\*A full team consists of a minimum of five (5) male and five (5) female golfers.

Must have a full team entered for both boys and girls in all matches assigned by the Athletic Office, including tournaments.

### ***Accountability:***

#### **Sanctions**

If minimum standards are not met, the Head Coach will be placed on a growth plan for the following year.

After the second year of standards not being met, the head coach’s assignment may be changed or the head coach may be relieved of all coaching duties.

### ***Note:***

- First year Head Coaches will be exempt from these standards during their initial year in the assignment.

## **SAISD Expectations and Job Description** **For High School Coordinators**

### **Mission Statement:**

The mission of the SAISD Athletic Department, a partner in academics and athletics, is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

### **Qualifying Criteria:**

1. Male Coordinator – The male coordinator position must be filled by the Head Football Coach and be an employee assigned to the campus.
2. Female Coordinator – The female coordinator position must be filled by a coach assigned to the campus.

### **High School Coordinators are required to:**

1. Serve as a role model to their athletes, coaching staff, faculty, and community by exemplifying leadership, moral character, commitment, good sportsmanship, dedication, and insisting that their coaching staff serve as role models as well.
2. Maintain a professional demeanor in all areas modeling to athletes the same behavior that they require of them in practice, competition, and throughout the school day.
3. Maintain an open line of communication with the school administration (meet with the principal once a week together), Athletic Department, community, staff and athletes in reference to expectations of appropriate conduct and performance in their high school and middle school athletic programs.
4. Ensure that their coaching staff maintains the perspective that a quality education is of the highest priority in working with our student athletes.
5. Work together with parents, school staff, and athletes to avoid academic failure by ensuring that all Head Coaches develop and implement an academic plan.
6. Disseminate Athletic Department information received at monthly coordinators' meetings to all appropriate coaching staffs at a combined monthly coaches meeting, ensuring that each coach on their campus is aware of all UIL Rules and Regulations, changes, and implications.
7. Cooperate with the Athletic Department and school in regards to submitting documents as listed in the Athletic Handbook and mandate that all policies in the Athletic Handbook be followed.
8. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
9. Coordinate with the entire coaching staff home visits to the incoming 9<sup>th</sup> graders who live in the high school attendance zone.
10. Ensure that all coaches: follow and enforce the Student-Parent Athletic Handbook, perform the responsibilities of their coaching assignment; dress appropriately according to dress code; and attend in-services or clinics necessary for growth of their athletic programs.
11. Uses 5 Measures Report Card data to provide support, guidance, and direction to coaches regarding the athletic program.
12. Ensure that all coaches understand and follow rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, National Federation Associations, Board of Education, and the San Antonio Independent School District administration.

13. Promote all sports in the athletic program, foster school spirit and pride, and participate in athletic related school functions.
14. Ensure that all coaches follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.
15. Coordinate and supervise the storage and maintenance of the athletic equipment on their campus and facilitate the usage of campus facilities.
16. Assist, evaluate, and supervise all coaches and trainers as directed by the campus Principal and the Athletic Department in an effort to maintain successful athletic programs on their campus to include a pre-season and post-season summation with all head coaches each year.
17. Stay current in RCP, CPR, AED, First Aid and Safety Training and make certain that all personnel on their staff are certified by keeping copies of their certifications on file.
18. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
19. Ensure that all coaches maintain up-to-date records for the athletic programs, to include: squad lists, insurance forms, squad size forms, end-of-season win-loss records, physicals, parent approvals, and eligibility lists.
20. Develop and implement a schedule for visiting middle school coaches, principal's and programs feeding into his/her school for effective vertical alignment. Visits will be made 3 times a week as follows: 3 feeders-1 visit each per week, 2 feeders-1 visit to feeder A and 2 visits to feeder B and alternate each week, 1 feeder-3 visits per week.
21. Assist in the selection process of new coaches as directed by the Principal and Athletic Department.
22. Assist in the study and implementation of upgrading the athletic facilities on the campus as directed by the Principal or Athletic Department.
23. Monitor the cleanliness, neatness, repairs and upgrades of athletic facilities on their campus on a daily basis.
24. Coordinate and monitor the campus Previous Athletic Participation forms and procedures to ensure eligibility and act as the liaison with the DEC and chairman.
25. Organize and implement CER staff development for new coaches on their campus.
26. Coordinate, disseminate, and monitor varsity player passes for all sports.
27. Coordinate the supervision of sub-varsity games year round as determined by the campus administrator.
28. Assume responsibility for coordinating track and cross country meet assignment (s) as determined by the Athletic Department.
29. Assign supervision for open gym/weight room during the off-season and summer.
30. Perform other duties related to the athletic program, as stipulated by SAISD
31. Obtain a CDL Certification.

**I have read the above requirements and I understand that I am expected to fulfill them and I understand if I do not fulfill them I will be subject to penalty.**

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Teacher/Coach Signature

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Date

**SAISD Expectations and Job Descriptions**  
**For High School General Assistant and First Assistant Coaches**

**Mission Statement:**

The mission of the SAISD Athletic Department, a partner in academics and athletics, is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

**High School General Assistants are required to:**

1. Serve as a role model to athletes, coaches, and faculty that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to athletes the same behavior and dress that are required of them in practice and competition.
2. Assist head coach in planning and organizing the middle school athletic program where it affects the high school athletic program.
3. Develop and foster a positive relationship with the head coach, Principal, Athletic Department, other department heads, and the community in order to solicit support for the high school athletic program.
4. Support and be loyal to the head coach in dealings with the team, media, campus administrators, or any situation that requires the assistant coach's input or cooperation.
5. Attend middle school banquets, games, and/or special events and include middle school staff in social gatherings sponsored by the high school.
6. Maintain equipment through the supervision of the equipment storage, identification, issuance procedures, and ordering policies as delegated by the head coach.
7. Be knowledgeable of good scouting techniques, film breakdowns, and be of assistance to the head coach in the planning, organizing, and implementing of practices and game situations, both offensively and defensively.
8. Promote good weight training techniques and be able to run strength and conditioning programs as assigned by the head coach or athletic coordinator.
9. Maintain up-to-date records for the athletic programs (squad lists, insurance forms, squad size forms, end of season win-loss records, physicals, parent approvals, and eligibility lists) as directed by the head coach.
10. Supervise athletes at athletic events, practices and games as assigned by the head coach.
11. Assist in recruiting athletes, and maximizing their performance through positive reinforcement, care and concern.
12. Maintain and coordinate the use of the campus facilities and shared practice facilities (gym usage, field usage, and weight room) for sports during in-season and off-season time periods as assigned by the head coach.
13. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
14. Follow and enforce the Student-Parent Athletic Handbook.
15. Place appropriate emphasis on the role of competitive athletics in the total development of the athlete and communicate to team members the responsibility for their decisions and their behavior both on and off the playing field.
16. Attend scheduled coaches' meetings as assigned by the Athletic Office, athletic coordinator and head coach.
17. Abide by all University Interscholastic League, San Antonio Independent School District rules and regulations, and Athletic Department policies.

18. Must be current in RCP, CPR, AED, and First Aid before coaching any athlete.
18. Perform other duties related to the athletic program, as stipulated by SAISD.
19. Visit middle schools where needed for improvement of all facets of boys and girls programs. Good team management should be practiced, utilizing effective coaching techniques. Game and practices should reflect good planning and organization.
20. Demonstrate Concern and involvement, (i.e. interest, supervision, discipline, academics) in all sports regardless of individual assignment.
21. Dress according to “Dress Code for Coaches and Athletic Trainers.”
22. Attend all assigned in-service programs.
23. Follow district procedures related to student activity accounts.
24. Maintain expenditures for your sport within the athletic department assigned budget.
25. Any coach hired after August 1<sup>st</sup>, 2011 will be required to obtain a CDL Certification.

**I have read the above requirements and I understand that I am expected to fulfill them and I understand if I do not fulfill them I will be subject to penalty.**

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Teacher/Coach Signature

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Date

Revised 7/27/15

## **SAISD Expectations and Job Descriptions** **For High School Head Basketball Coaches**

### **Mission Statement:**

The mission of the SAISD Athletic Department, a partner in academics and athletics, is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

### **High School Head Basketball Coaches are required to:**

1. Serve as a role model that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to their athletes and coaching staff the same behavior and dress that they require of them in practice and competition.
2. Utilize effective coaching techniques, teach correct fundamental skills, demonstrate knowledge and expertise in their assigned sport and maintain a high level of competitiveness.
3. Have a systematic method of recruiting and maintaining student athletes in all athletic programs.
4. Educate parents and student athletes on the philosophy, expectations, and policies of their assigned sport and insist that they maintain respect for game officials, opponents, administrators and fans.
5. Visit middle schools and assist where needed for improvement for all facets of all boys and girls programs and provide them the opportunity to use high school facilities.
6. Attend middle school banquets, games and/or special events and include middle school staffs in social gatherings sponsored by the high school.
7. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
8. Keep up-to-date records (squad lists, insurance forms, physicals, season statistics, parent approvals, and eligibility lists) and submit required documentation to the Athletic Department.
9. Provide proper supervision for all team members during practice, game, and athletic events.
10. Hold regular staff meetings to ensure that their staff is current, understands, and abides by the rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, Board of Education, Athletic Department, National Federation Associations and the San Antonio Independent School District administration.
11. Follow district policy when purchasing equipment, keep accurate records of purchases, and follow district procedures related to student activity accounts as specified in the Athletic Handbook.
12. Adhere to the Athletic Department procedures in addressing student athlete injuries.
13. Maintain filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents.
14. Follow and enforce the Student-Parent Athletic Handbook.
15. Maximize each individual's contribution to the team, encourage athletes to support one another in a positive manner, recognize good effort, sportsmanship, and individual achievements.
16. Work to build a strong sense of self-esteem in athletes by exhibiting confidence in each player and the team as a whole by using positive reinforcement to motivate athletes to reach their full potential.
17. Encourage athletes to achieve academic success and show pride in their capabilities, abilities, and involvement in other school activities ensuring the development of a well-rounded athlete.
18. Exhibit proper leadership skills when dealing with their athletes, coaching staff, other coaches, opponents, fans, and parents.

19. Demonstrate fairness, understanding, tolerance, patience, care and concern for their student athletes.
20. Utilizes 5 Measures data to evaluate and improve their athletic program.
21. Be current in RCP CPR, AED, First Aid and Safety Training before coaching any athlete.
22. Games and practices should reflect good planning and organization.
23. Involve middle school coaches and assistant coaches in planning and organizing athletic programs where it affects the high school sports and middle school program.
24. Teach and demonstrate good sportsmanship.
25. Maintain equipment (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
26. Dress professionally for all facets of your job including workouts and competitions.
27. Dress according to “Dress Code for Coaches and Athletic Trainers.”
28. Perform any other duties as assigned by the Principal and Athletic Office.
29. Prepare and send recommendation letters to colleges or universities regarding their athletes.
30. Follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.
31. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
32. Attend all assigned in-service programs.
33. Follow district procedures related to student activity accounts.
34. Maintain expenditures for your sport within the athletic department assigned budget.
35. All coaches must also meet the expectations for team and student participation as described in the Minimum Competition Standards associated with their coaching assignment.
36. Act as liaison to their middle school feeder programs between the high school and middle school coaching staffs, and coordinators.
  - a. Make weekly visitations to the middle school campuses within the (cluster) feeder pattern to provide support and feedback regarding the athletic program
  - b. Promote vertical alignment of athletic programs and document the status of the Five Skill Expectations on the “Coaches Observation Snapshot” form to be scanned and emailed to the coach observed and the HS Athletic Coordinator.
37. Maintain an open line of communication with the school administration, Athletic Department, community, staff and athletes in reference to expectations of appropriate conduct and performance in their high school and middle school athletic programs.
38. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
39. Promote all sports in the athletic program, foster school spirit and pride, participate in athletic related school functions, and assist in the supervision of the athletic activities on campus.
40. Report directly to the campus Athletic Coordinator.
41. Videotape varsity games during the football/volleyball season and spring football games if applicable.
42. Supervise sub-varsity games year-round as determined by Athletic Coordinator.
43. Assume responsibility for cross country and track meet assignment(s) as determined by Athletic Department and/or the Athletic Coordinator.
44. Supervise open gym/weight room during the off-season. The opening of the gym/weight room must be coordinated with the appropriate Athletic Coordinator.
45. The responsibilities are year round responsibilities. The coach will report to work each year at a time designated by the Athletic Department.

46. Any coach hired after August 1<sup>st</sup>, 2011 will be required to obtain a CDL Certification.

**I have read the above requirements and I understand that I am expected to fulfill them and I understand if I do not fulfill them I will be subject to penalty.**

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Teacher/Coach Signature

\_\_\_\_\_  
Date

8/27/15

## **SAISD Expectations and Job Descriptions** **For High School Head Coaches**

### **Mission Statement:**

The mission of the SAISD Athletic Department, a partner in academics and athletics, is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

### **High School Head Coaches are required to:**

1. Serve as a role model that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to their athletes and coaching staff the same behavior and dress that they require of them in practice and competition.
2. Visit middle schools and assist where needed for improvement for all facets of all boys and girls programs and provide them the opportunity to use high school facilities.
3. Utilize effective coaching techniques, teach correct fundamental skills, demonstrate knowledge and expertise in their assigned sport and maintain a high level of competitiveness.
4. Have a systematic method of recruiting and maintaining student athletes in all athletic programs.
5. Educate parents and student athletes on the philosophy, expectations, and policies of their assigned sport and insist that they maintain respect for game officials, opponents, administrators and fans.
6. Attend middle school banquets, games and/or special events and include middle school staffs in social gatherings sponsored by the high school.
7. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
8. Keep up-to-date records (squad lists, insurance forms, physicals, season statistics, parent approvals, and eligibility lists) and submit required documentation to the Athletic Department.
9. Provide proper supervision for all team members during practice, game, and athletic events.
10. Hold regular staff meetings to ensure that their staff is current, understands, and abides by the rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, Board of Education, Athletic Department, National Federation Associations and the San Antonio Independent School District administration.
11. Follow district policy when purchasing equipment, keep accurate records of purchases, and follow district procedures related to student activity accounts as specified in the Athletic Handbook.
12. Adhere to the Athletic Department procedures in addressing student athlete injuries.
13. Maintains filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents.
14. Follow and enforce the Student-Parent Athletic Handbook.
15. Maximize each individual's contribution to the team, encourage athletes to support one another in a positive manner, recognize good effort, sportsmanship, and individual achievements.
16. Work to build a strong sense of self-esteem in athletes by exhibiting confidence in each player and the team as a whole by using positive reinforcement to motivate athletes to reach their full potential.
17. Encourage athletes to achieve academic success and show pride in their capabilities, abilities, and involvement in other school activities ensuring the development of a well-rounded athlete.
18. Exhibit proper leadership skills when dealing with their athletes, coaching staff, other coaches, opponents, fans, and parents.

19. Demonstrate fairness, understanding, tolerance, patience, care and concern for their student athletes.
20. Utilizes 5 Measures data to evaluate and improve their athletic program.
21. Be current in RCP, CPR, AED, First Aid and Safety Training before coaching any athlete.
22. Games and practices should reflect good planning and organization
23. Involve middle school coaches and assistant coaches in planning and organizing athletic programs where it affects the high school sports and middle school program.
24. Teach and demonstrate good sportsmanship.
25. Maintain equipment (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
26. Dress professionally for all facets of your job including workouts and competitions.
27. Dress according to “Dress Code for Coaches and Athletic Trainers.”
28. Perform any other duties as assigned by the Principal and Athletic Office.
29. Prepare and send recommendation letters to colleges or universities regarding their athletes.
30. Follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.
31. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
32. Attend all assigned in-service programs.
33. Follow district procedures related to student activity accounts.
34. Maintain expenditures for your sport within the athletic department assigned budget.
35. A head coach who is assisting in another sport that overlaps seasons must conduct work outs in both sports
36. All coaches must also meet the expectations for team and student participation as described in the Minimum Competition Standards associated with their coaching assignment.
37. Any coach hired after August 1<sup>st</sup>, 2011 will be required to obtain a CDL Certification.

**I have read the above requirements and I understand that I am expected to fulfill them and I understand if I do not fulfill them I will be subject to penalty.**

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Teacher/Coach Signature

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Date

## **SAISD Expectations & Job Descriptions** **For Middle School General Assistant Coaches**

### **Mission Statement:**

The mission of the SAISD Athletic Department, a partner in academics and athletics is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

### **Middle School General Assistants are required to:**

1. Serve as a role model to athletes, coaches, and faculty that exemplify leadership, moral character, commitment, good sportsmanship and dedication by modeling to athletes the same behaviors and dress that are required of them in practice and competition.
2. Assist head coach in planning and organizing the middle school athletic program, implementing the same system as the high school program and scouting for high school as assigned by the high school coordinator.
3. Develop and foster a positive relationship with the head coach, Principal, Athletic Department, other department heads, and the community in order to solicit support for the high school athletic program.
4. Support and be loyal to the head coach in dealings with the team, media, campus administrators, or any situation that requires the assistant coach's input or cooperation.
5. Demonstrate concern and involvement in all sports regardless of individual assignment.
6. Visit high schools when needed and take the opportunity to use high school facilities when offered.
7. Invite the high school staff to middle school banquets, games, and/or special events and include them in any social gatherings sponsored by the middle school.
8. Maintain equipment through the supervision of the equipment storage, identification, issuance procedures, and ordering policies as delegated by the head coach.
9. Be knowledgeable of good scouting techniques, film breakdowns, and be of assistance to the head coach in the planning, organizing, and implementing of practices and game situations, both offensively and defensively.
10. Promote good weight training techniques and be able to run strength and conditioning programs as assigned by the head coach or athletic coordinator.
11. Maintain up-to-date records for the athletic programs (squad lists, insurance forms, squad size forms, end of season win-loss records, physicals, parent approvals, and eligibility lists) as directed by the head coach.
12. Supervise athletes at athletic events, practices, and games as assigned by the head coach.
13. Assist in recruiting athletes, maintaining their eligibility, and maximizing their performance through positive reinforcement, care and concern.
14. Maintain and coordinate the use of the campus facilities and shared practice facilities (gym usage, field usage, and weight room) for sports during in-season and off-season time periods as assigned by the head coach.
15. Implement strategies that develop both individual discipline and team discipline and monitor

their effectiveness throughout the school year.

16. Follow and enforce the Student-Parent Athletic Handbook.
17. Place appropriate emphasis on the role of competitive athletics in the total development of the athlete and communicate to team members the responsibility for their decisions and their behavior both on and off the playing field.
18. Attend scheduled coaches' meetings as assigned by the Athletic Office, athletic coordinator and head coach.
19. Abide by all University Interscholastic League, San Antonio Independent School District rules and regulations, and Athletic Department policies.
20. Must be current in RCP, CPR, AED and First Aid before coaching any athlete.
20. Perform other duties related to the athletic program, as stipulated by SAISD.
21. Dress according to "Dress Code for Coaches and Athletic Trainers."
22. Develop a good work ethic among athletes by practicing five days a week at a time at a time appropriate in length.
23. Any coach hired after August 1, 2011 will be required to obtain a CDL Certification.

**I have read the above requirements and I understand that I am expected to fulfill them and I understand if I do not fulfill them I will be subject to penalty.**

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Teacher/Coach Signature

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Date

## **SAISD Expectations & Job Description** **For Middle School Coordinators**

### **Mission Statement:**

. The mission of the SAISD Athletic Department, a partner in academics and athletics is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

### **Middle School Coordinators are required to:**

1. Maintain an open line of communication with the school administration, Athletic Department, community, staff and athletes in reference to expectations of appropriate conduct and performance in their high school and middle school athletic programs.
2. Ensure that their coaching staff maintains the perspective that a quality education is of the highest priority in working with our student athletes. They must work together with parents, school staff, and athletes to avoid academic failure and discipline problems.
3. Disseminate Athletic Department information received at monthly coordinators meetings to all appropriate coaching staff ensuring that each coach on their campus is aware of all UIL Rules and Regulations, changes, and implications.
4. Cooperate with the Athletic Department and school in regards to submitting documents as listed in the Athletic Handbook and mandate that all policies in the Athletic Handbook be followed.
5. Follow the due process procedures established by the San Antonio Independent School District in conjunction with the policies of the Athletic Department.
6. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
7. Perform the responsibilities of their coaching assignment, and attend in-services or clinics necessary for growth of their athletic programs.
8. Understand and follows rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, National Federation Associations, Board of Education, and the school district administration.
9. Promote all sports in the athletic program, foster school spirit and pride, participate in athletic related school functions, and assist in the supervision of the athletic activities on campus.
10. Prepare and send all paperwork necessary for the middle school athlete to compete at the high school to their feeder high school athletic coordinator.
11. Serve as a role model to their athletes, coaching staff, faculty, and community by exemplifying leadership, moral character, commitment, dedication, good sportsmanship and insisting that their coaching staff serve as role models as well.
12. Maintain a professional demeanor in all areas modeling to athletes the same behavior that they require of them in practice, competition, and throughout the school day.

13. Establish written criteria for lettering requirements and training rules for team members that require signatures from both athletes and parents to document that they have been notified.
14. Follow and enforce the Student-Parent Athletic Handbook.
15. Coordinate and supervise the storage and maintenance of the athletic equipment on their campus and facilitate the usage of campus facilities in conjunction with their counterpart coordinator.
16. Assist, evaluate, and supervise all new and present staff personnel as directed by the campus Principal and Athletic Department in an effort to maintain successful athletic programs on their campus.
17. Stay current in RCP, CPR, AED and First Aid and make certain that all personnel on their staff are certified by keeping copies of their certification on file.
18. Review and document student athlete eligibility throughout the school year to help keep academic excellence both on and off the court in the forefront.
18. Perform other duties related to the athletic program, as stipulated by SAISD.
19. Dress according to “Dress Code for Coaches and Athletic Trainers”
20. Attend scheduled athletic coordinator’s meetings as assigned by the Athletic Office.
21. Organize and implement regular school staff meetings with all coaches on campus.
22. Maintain an inventory of all equipment of coaches leaving district, school etc. and collect keys as directed by the principal.
23. Any coach hired after August 1, 2011 will be required to obtain a CDL Certification.

**I have read the above requirements and I understand that I am expected to fulfill them and I understand If I do not fulfill them I will be subject to penalty.**

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Teacher/Coach Signature

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Date

## **SAISD Expectations and Job Descriptions** **For Middle School Head Coaches**

### **Mission Statement:**

The mission of the SAISD Athletic Department, a partner in academics and athletics is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

### **Middle School Head Coaches are required to:**

1. Serve as a role model that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to their athletes and coaching staff the same behavior and dress that they require of them in practice and competition. Implement the same system as high school program and scout for high school as assigned by the high school coordinator.
2. Attend all assigned in-service programs, clinics and staff meetings set up by the Athletic Department, athletic coordinator, or Principal.
3. Teach good fundamental skills while being positive with their athletes.
4. Maximize each individual's contribution to the team, encourage athletes to support one another in a positive manner, recognize good effort, sportsmanship, and individual achievements.
5. Maintain equipment, (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
6. Inventory all equipment of coaches leaving their athletic program or school and collect their keys.
8. Keep up-to-date records (squad lists, insurance forms, physicals, season statistics, parent approvals, and eligibilities).
9. Have a systematic method of recruiting athletes and maintaining their eligibility and team membership.
10. Provide proper supervision for all team members during practice, game, and athletic events.
11. Assist in the operation of various sports activities and as assigned by the Athletic Office.
12. Set a proper example by being prompt and on time to all meetings, practices, and athletic events.
13. Encourage strong lines of communication with coordinator, principal, and Athletic Office.
14. Adhere to the Athletic Department procedures in addressing student athlete injuries.
15. Follow and enforce the Student-Parent Athletic Handbook.
16. Maintains filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents
17. Develop good work ethic among athletes by practicing five days a week at a time appropriate in length.
18. Games and practice should reflect good planning and organization.
19. Plan, manage, and supervise all practices, locker rooms, and game situations.

20. Work to build a strong sense of self-esteem in athletes by exhibiting confidence in each player and the team as a whole and use positive reinforcement to motivate athletes to reach their full potential.
21. Invite High School staff to social gatherings, banquets, and athletic activities sponsored by the Middle School and attends their functions as well.
22. Exhibit proper leadership skills when dealing with their athletes, coaching staff, other coaches, opponents, fans, and parents.
23. Demonstrate fairness, understanding, tolerance, patience, care and concern for their student athletes.
24. Demonstrate concern and involvement in all sports regardless of individual assignments.
25. Use motivation techniques and strategies that are age appropriate and which comply with the code of ethics for teachers and coaches applicable to them, as well as, the requirements of the Athletic Department and the San Antonio Independent School District.
26. Follow district policy when purchasing equipment, keep accurate records of purchases, and follow district procedures related to student activity accounts as specified in the Athletic Handbook.
27. Communicate to team members the importance of accepting responsibility for their decisions and their own behavior on and off the playing field.
28. Encourage athletes to achieve academic success and show pride in their capabilities, abilities, and involvement in other school activities ensuring in developing the well-rounded athlete.
29. Hold regular staff meetings to that their staff is current, understands, and abides by the rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, and Board of Education, Athletic Department, National Federation Association and the San Antonio Independent School District Administration.
30. Cooperate with the Athletic Department and the school in regard to submitting documents as listed in the Athletic Handbook and mandate that all policies in the Athletic Handbook be followed.
31. Be current in RCP, CPR, AED and First Aid before working with the middle school athlete.
32. Dress according to “Dress Code for Coaches and Athletic Trainers.”
33. Perform other duties related to the athletic program, as stipulated by SAISD.
34. Any coach hired after August 1, 2011 will be required to obtain a CDL certification.

**I have read the above requirements and I understand that I am expected to fulfill them and I Understand that if I do not fulfill them I will be subject to penalty.**

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Teacher/Coach Signature

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Date

## ATHLETIC TRAINING POLICIES AND PROCEDURES

### INSURANCE POLICIES

#### GENERAL

Each high school will have their own trainer who will service their feeder middle schools.

#### SPECIFIC

Policy for all middle and high school athletes - grades 7-12:

SAISD has approved and purchased an athletic insurance plan to cover all athletes, grades 7-12.

### PROCEDURES FOR HANDLING CLAIMS AND MEDICAL BILLS

#### **IN SEASON PARTICIPATION:**

##### Medical Bills

Personal health insurance (ex: Blue Cross and Blue Shield) must be applied first on any medical service rendered. A copy of all bills should be sent to the high school trainer sending the injured athlete. The athletic insurance plan will serve as secondary coverage after the personal health insurance has been applied.

\*If the athlete has no personal health insurance coverage, the athletic insurance plan will be applied.

*Remaining balances on medical statement will be the responsibility of the injured athlete's parents or guardian.*

##### Claims

A claim form for every athletic related injury will be initiated by the high school trainer who has referred the injured athlete. Claims on injuries will be handled at each individual school. As stated above, personal insurance is applied first in all cases and the athletic insurance used after or, in cases where athletes have no personal insurance.

All high school injuries will be handled by the trainers and designated physicians unless otherwise stated.

Coaches do not make doctor referrals or commitments of payment on medical bills under any circumstances.

#### **OFF-SEASON PARTICIPATION:**

##### Claims

Claims for off-season athletic injuries will follow the same procedures as in season injuries.

\*\*\*Off season injuries will only be considered for payment if they occur in adherence with the Constitution and Contest Rules of the University Interscholastic League.

## All Sports Except Football

**Off-season workouts.** Accelerated physical education activities, calisthenics, skills, or conditioning exercise may be conducted during the school term within the school day provided it does not exceed one 60-minute period within the school day. This 60-minute period includes dressing, the actual off-season conditioning, etc. Off-season classes- before or after school, or during the noon hours- are specifically prohibited.

## Football

**Off-season workouts.** Accelerated physical education activities, calisthenics, individual football skills, or conditioning exercises may be conducted during the school term within the school day (provided it does not exceed one 60-minute period with the school day). Classes before or after school or during the noon hours are specifically prohibited. Allowed equipment during the off-season is limited to a football, molded rubber sole cleated shoes, and physical education attire worn in regular physical education classes.

## PROCEDURES REGARDING EMERGENCIES AT ALAMO STADIUM AND SPORTS COMPLEX

Generally speaking, the Athletic Trainer will be the first qualified individual to examine the athlete. If the Athletic Trainer desires further consultation, he will consult the physician in attendance. In the absence of a physician the Athletic Trainer will make the decisions based on his experience of having handled previous injuries of this nature. Immediate treatment will be based on the athletic trainer's knowledge. The decision of whether or not an athlete returns to the contest will rest with the physician if in attendance and the athletic trainer.

**\*\*\*IMPORTANT-** Parents will not be allowed on the field or sidelines unless requested by the trainer or physician.

If the injury is such that the parents can be the source of transportation to the hospital, the Athletic Trainer or Physician may call on them. If the injury is such that the athlete will not be further injured by staying at the contest, medical consultation may be delayed until after returning to the school. All head coaches will be notified as soon as possible as to the status of the injured athlete.

## SPECIFIC PROCEDURES FOR HOME GAME INJURIES

1. **Head Injuries.** If the athlete loses consciousness for any period of time he/she will be transported to the hospital by EMS as soon as possible. If the athlete shows unusual signs and symptoms that indicate a head injury he/she will be removed from the contest and observed and treated until said signs and symptoms dissipate. He/she will not be allowed to play anymore in the game. The following are distinguishing signs and symptoms of a head injury:

- Loss of consciousness
- Disorientation
- Inability to move any body part
- Unequal size of pupils
- Vomiting and/or nausea

After returning to the school, if the athlete is still having the signs and symptoms of the head injury, the athlete will be taken to the hospital. If the signs and symptoms have subsided enough so the athlete is permitted to go home, the parents are notified of the head injury and alerted to the problems that may arise later on in the night. If these problems do arise the athlete is taken to the hospital as soon as possible by the parents.

2. **Suspected Spinal Injury.** Under no circumstances will the athlete be moved until the physician and trainer have thoroughly examined the athlete to make a tentative diagnosis. Only then will the athlete be moved, but proper methods for movement should be used so as not to incur further damage. Transportation by ambulance or EMS will be at the discretion of the physicians and trainers. A parent who wishes to ride with the injured athlete may do so to ensure immediate treatment at the hospital upon arrival.
3. **Internal Chest or Abdomen Injury Procedure.** The trainer and physician will both examine and evaluate the extent of injury determining whether or not the athlete may continue in that particular sport. After returning back to the home school, parents should be notified of any symptoms and what to look for in case complications might arise.

## **PROCEDURES FOR STRAINS, SPRAINS, CONTUSIONS, FRACTURES, DISLOCATIONS, AND SEPARATIONS**

Etiology, symptoms, and signs noted by the Athletic Trainer with consultation from attending physician will determine if further evaluation is needed. Strains, sprains and contusions should be treated with ice (ice massage, ice bag, or immersion in a bucket of ice) along with a wet ace wrap for compression. Elevation should be employed to control swelling. If the athlete experiences difficulty in walking, crutches should be used. All these methods should be continued until the trainer or physician directs otherwise. The following day the injury should be re-evaluated to determine if further consultation is needed. Should the injury be re-injured or fail to respond in the normal time, the athlete is sent to the physician. In all cases, only the trainer and/or physician will determine the playing or practice status of the athlete.

Fractures, dislocations, and separations will be treated in this manner:

Etiology symptoms and signs will determine if this injury should be treated at the scene or if hospitalization is needed. Treatment will include ice compression and splinting to provide immobilization, keeping in mind the pain threshold of the athlete. Any further treatment will be directed only by the trainers and or attending physician. Parents might be used to transport the athlete to the hospital for extensive evaluation if the trainers and physicians wish to take this course.

## **HEAT STROKES**

Heat stroke is an acute medical emergency with three major manifestations:

Profound dysfunctions of the central nervous system:

Weakness, dizziness, fainting, loss of consciousness leading to coma.

A temperature of 105 degrees or over

Hot, red, dry skin

There are two forms of heat stroke that can be seen. The classic variety is not associated with exertion. It usually occurs during periods of intense heat waves especially if the humidity is high. Normally, it is seen in the aged, the debilitated, the chronically ill and the obese. The second variety occurs in healthy individuals performing work at such intensity that the heat produced from muscle contraction cannot be dissipated fast enough. Their heat load amounts progressively and high fever follows. We are here concerned only with the second form of heat stroke. In nearly all cases this type of heat stroke is preventable.

Steps to take to prevent heat stroke from occurring in healthy individuals who are performing too much work:

At the beginning of the athletic season try to schedule practice sessions during cool hours of the day. If this is impossible, the practice session must not be too rigid at the beginning.

Getting use to the heat and being able to work in it is achieved by gradual stepwise increase in the amounts of heat stress. When fully developed, a man can perform work or exercise in a hot climate without discomfort. Before acclimatization, such work might have been intolerable or even fatal.

Approximately two weeks are required.

\*\*\* Plenty of water and ice should be provided during all the practice sessions and the athlete should be encouraged to drink as much as he wants. The water should be cool and attractive in appearance to encourage maximum ingestion. The athlete should be given plenty of time to drink water whenever he wants it.

It was once held that an individual could not become physically conditioned if he consumed water during practice or a game, this could add the possibility of heat stroke and dehydration of body cells.

It is for the same reason that the entire football uniform complete with helmet need not be worn throughout the entire practice session especially during hot, humid days. There has been some belief that this practice of wearing the entire uniform throughout the practice session is necessary for toughening up of the athletes. Be that as it may, it also causes more interference with heat loss and therefore heat stroke is much more likely to occur.

Any injury that causes the athlete to miss practice/games or if medical assistance is needed, the injury will be recorded and the parent notified by coaches or trainer. All treatment before and after injury will be kept on a daily record keeping basis.

## **AWAY GAME PROCEDURES**

The trainer will make all decisions regarding treatment, playing status, transportation and parent notification on any injury where a physician is not in attendance. These decisions will be based on the trainer's previous background and knowledge of athletic injuries.

The trainer will keep at all times the welfare of the injured athlete as their prime concern. If a physician is in attendance, the trainer may seek their opinion and the physician may advise concerning treatment, transportation, and playing status of the athlete. If the injury is to the extent that the trainer feels the parents should be notified then every attempt will be made to find them and relate the extent of the athlete's

### **ADMINISTRATIVE PROCEDURES FOR DISPENSING OF MEDICATIONS AND SIMILAR SUBSTANCES BY ATHLETIC TRAINERS TO STUDENTS IN THE DISTRICT ATHLETIC PROGRAM**

Following is a list of approved non-prescription substances for the next school year. Prescription medications must be prescribed individually by a licensed physician.

1. Kaopectate- for short term diarrhea episodes - dose as on bottle or as directed by team physician.
2. Zinc Oxide - apply to skin as needed for abrasions.
3. Caladryl Lotion - apply to dry itching skin areas.
4. Eye washes - for local irrigation - directions on bottle.
5. Numzident - for temporary toothache.
6. Nasal spray - to aid in control of nose bleed. Should be no stronger than 0.5% neosynephrin or equivalent.
7. Bacitracin ointment - for areas of infected skin.
8. Antacids - for temporary upset stomach. No absorbable substances. Those permitted are Gelusil, Mylanta, and Maalox. Maximum dose, 2 tablets every 4 hours.
9. Fos-Free - calcium supplement to be taken orally. One tablet twice a day or two tablets once a day.
10. Gatorade or other electrolytes as desired.

## **ATHLETIC PAYMENT GUIDELINES**

### **Athletic Injuries Covered by the SAISD Athletic Department:**

1. Injuries that are initially seen and sent by an SAISD Athletic Trainer.
2. Injuries that occur in-season.
3. Injuries that occur in supervised off-season (if in adherence to UIL Constitution and Rules).
4. Injuries that are classified as a “medical emergency”, should a trainer not be available at the time of injury. (Injuries that are life or limb threatening)
5. Summer ‘7 on 7’ football activities.
6. Summer weight room conditioning if supervised by coach or athletic trainer.

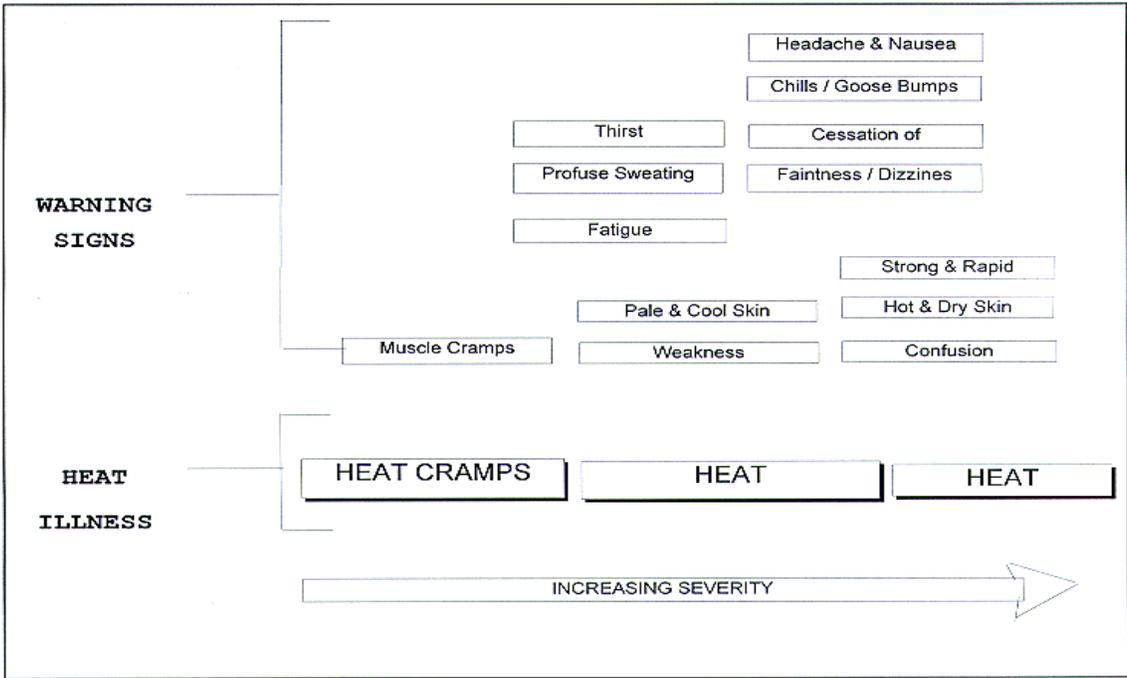
### **Athletic Injuries NOT Covered by the SAISD Athletic Department:**

1. Injury resulting in locker room or showers (i.e. fights or horseplay).
2. Athletes that go to the doctor without first consulting the trainer.
3. Athletes that are sent to the doctor by parents without first consulting the trainer.
4. Athletes that are sent to the doctor by any coaches, nurses, or a school administrator without first consulting the trainer.
5. Injuries that may occur to an athlete on school premises, not associated with athletics, (i.e. falling down the stairs, laceration from falling on broken glass, fights).
6. Injuries that occur or medical services that may result after an athlete has graduated from the SAISD. (Financial responsibility ceases on the day of graduation.)
7. Injuries that may occur or medical services that may result after an athlete has quit or been dropped from a particular sport.
8. Infections or diseases of any type (i.e. boils, warts, colds, flu, hepatitis, vaccination or case counseling, athletes’ foot, allergies, etc.).
9. Injuries that result from pre-existing condition prior to entrance to high school.
10. Injuries that result from congenital condition.
11. An injury that occurs during an athlete’s “own time” on or off school premises. “Own time” refers to participation in activities (including self-improvement activities) that are not: (1) part of a regular practice session or game, and (2) directed and supervised by a coach employed with the SAISD.
12. Injuries reported to the trainer after 30 days from the initial date of injury.
13. Stress fracture of any kind.

**Home Game Coverage:** An SAISD Trainer will be present at all high school contests designated by the Athletic Director or Coordinating Trainer. A physician will make every effort to be present at the game.

# HOT SPOTS HEAT ILLNESS

Since your body is more than half water losing fluid through sweat may cause dehydration and result in heat illness possibly requiring medical attention. If you don't replace spent fluid, dehydration also hampers endurance and reduces muscle strength and power. Watch for these symptoms during exercise as signs that your body is low on fluids, especially under hot and humid conditions. The chart below shows the signs of the heat illness, from heat cramps to heat stroke, with increasing severity. Some of the warning signs overlap and symptoms vary from person to person. Treat heat cramps or heat exhaustion with fluid replacement and apply icy packs to cool your body. **HEAT STROKE IS A MEDICAL EMERGENCY! SEEK TREATMENT IMMEDIATELY!**



REVISED 01-27-19