

**Table of Contents**

**CISD Athletic Department .....2**

**Handbook Form .....3**

**Forward.....4**

**SECTION I - Coaching Responsibilities and Expectations .....5**

    Philosophy .....6

    Departmental Objectives .....7

    UIL Athletic Code for Coaches .....8

    Coaching Assignments .....9

    Responsibilities and Expectations .....10

    CISD Social Media Guidelines.....15

    Administrative Responsibilities.....17

**SECTION II - Parent Information and Policies .....24**

    Student Athletic Code.....25

    All Athletes Must .....27

    The CAP PACT .....28

    CISD Character Program.....30

**SECTION III - The Student Athlete.....31**

    Athletic Participation .....33

    Athletic Student Trainer .....34

    Squad Selection .....35

    Practice Policies.....36

    Middle School Athletics .....37

**SECTION IV - CISD Emergency Procedures and Legal Policies.....38**

    Emergency Procedures for Coaches and Turbulent Weather .....39

    CISD Heat Policy .....40

    CISD Cold Weather Policy.....43

    CISD Lightning Policy .....45

    Infectious Diseases and Blood Bourne Pathogens.....48

    Legal Issues .....49

    Fourteen Duties Related to Negligence Litigation.....50

**SECTION V - CISD Procedures .....53**

    Before Season Paperwork.....54

    Athletic Equipment and Facilities .....55

    Game Scheduling and Sites .....58

    Tournaments .....59

    Transportation.....62

    Extended Play.....66

    Athletic Website Guidelines .....67

    Game Administrators.....68

    End of Year Campus Data .....69

    Summer Procedures.....70

    Booster Clubs .....71

    Coaches Reimbursements.....72

    Coaching Helpful Hints .....73

**CLEBURNE INDEPENDENT SCHOOL DISTRICT**

**Dr. Kyle Heath**

*Superintendent of Schools*

**Dr. Andrea Hensley**

*Assistant Superintendent of Curriculum and Instruction*

**Tammy Bright**

*Assistant Superintendent of Student Services*

**Kyle Boles**

*Executive Director of Personnel*

**ATHLETIC DEPARTMENT**

Mark Walker, *Athletic Director*

Brooke Robinson, CHS Girls Coordinator/Head Girls Basketball

Casey Walraven, CHS Boys Coordinator/Head Football

Alice Parker, *Athletic Secretary*

Derek Brewer, *Wheat MS Boys' Coordinator*

Teresa Morton, *Wheat MS Girls' Coordinator*

Michael Hoots, *Smith MS Boys' Coordinator*

Jennifer Wilson, *Smith MS Girls' Coordinator*

Meaghan Williams, *Trainer*

DC Andrews, *Trainer*

**PRINCIPALS**

LeAnn Downs, *Cleburne High School*

Susane Keesee, *Wheat Middle School*

Amber White, *Smith Middle School*

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Athletic Director.

This handbook is neither a contract nor a substitute for the official District policy manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of District Athletic policies. District policies and procedures can change at any time. For more information, employees may refer to the Employee Handbook and the policy codes that are associated with handbook topics, confer with the Athletic Director. Policy manuals are provided to each coach as a PDF downloadable file or a physical copy is located in the Athletic Director's office and is available for employee review during normal working hours.

Name \_\_\_\_\_

Campus/Title \_\_\_\_\_

I hereby acknowledge receipt of my personal copy of the Cleburne ISD Athletic Policies Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this handbook intends no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform my Middle School Coordinator, Assistant Athletic Director and Athletic Director of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my Middle School Coordinator, Assistant Athletic Director or Athletic Director if I have any questions, concerns, or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: Please sign and date this form and keep it in this handbook. Sign and date an additional copy and forward it to the office of the Athletic Director.

## **FORWARD**

Cleburne Independent School District (CISD) is striving to achieve an extremely competitive, highly recognized and well-respected athletic department. This can only be accomplished through the diligent efforts of coaches, student/athletes, parents, and community supporters, as well as the support and encouragement of an outstanding administration.

It is up to each of us in the athletic department to continue to meet the demands placed on us to maintain this high standard of distinction.

CISD offers a well-balanced, comprehensive athletic program consisting of one high school class 5A high and two middle schools. Sports offered on the high school level are baseball, basketball, cross country, football, golf, powerlifting, swimming, soccer, softball, tennis, track, and field, volleyball and summer fitness program. At the middle school level, basketball, cross country, football, tennis, track and field, volleyball and summer strength and conditioning are offered.

This handbook has been designed to aid the coach in the knowledge of policies and procedures of the athletic program in the CISD, which will help us maintain this level of prestige among other districts.

Each coach is responsible for following the guidelines and procedures set forth in this handbook and are further responsible for following all rules and regulations of the University Interscholastic League (UIL) as explained in the *Constitution and Contest Rules*, as well as the Texas Education Agency guidelines. Ignorance of any of the rules by which we are charged to follow is clearly unacceptable.

Acquaint yourself with each of these publications to insure complete understanding and compliance. Your Middle School Coordinator, Assistant Athletic Director and the Athletic Director are excellent sources to use for help with clarification and/or interpretation.

# SECTION I

## COACHING RESPONSIBILITIES & EXPECTATIONS

- PHILOSOPHY
- DEPARTMENTAL OBJECTIVES
- UIL CODE FOR COACHES
- COACHING ASSIGNMENTS
- RESPONSIBILITIES AND EXPECTATIONS
- CISD SOCIAL MEDIA GUIDELINES
- ATHLETICS ORGANIZATIONAL CHART
- ADMINISTRATIVE RESPONSIBILITIES

## MISSION STATEMENT

*“Our mission is to develop quality student/athletes and successful athletic programs by being the most professional, dedicated, and ethical staff in the State of Texas.”*

## PHILOSOPHY

Cleburne Independent School District is dedicated to giving all students the opportunity to participate in a highly competitive and comprehensive athletic program by employing dedicated professionals as well as providing equitable funding for each program.

We believe that athletics is a microcosm of society and that through participation in our athletic program, student/athletes will inherently learn life skills enabling them to be productive members of society capable of managing time, striving to set and obtain goals, and developing an enhanced self-discipline.

Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of positive relationships and good will, to promote self-realization, all-around growth, and good citizenship qualities.

Participation in the athletic program at CISD is a privilege and as such, the student/athlete is held to a much higher standard than that of the general school population; therefore, the guidelines and rules that each coach sets for the team will be stricter in nature than those delineated in the Student Code of Conduct.

## YEARLY BREAKDOWN

### **Off-season**

The off-season program is the foundation of successful teams. Mental toughness, expectations, discipline and team chemistry are developed during this time period. This is the most important time of the year because it gives coaches the opportunity to “place their stamp” on their team. Without a productive off-season, an athletic program will not be consistently successful. Good coaches master the “in-season”. Great coaches master the “off-season”.

The off-season is also a time period when coaches are able to work on skill-specific fundamentals, while working to increase student-athletes’ speed, quickness, agility, and strength. If our coaches were asked to give the most important time of year for competitive success, the overwhelming majority would choose the off-season program.

### **Pre-season**

The pre-season is a refinement of the teaching of fundamental skills, combined with the installation of plays and schemes. This is an important teaching time. There is not enough time to install schemes and systems during the season; therefore, the pre-season is very important.

### **In-season**

This time period is the end result of the work that was done in the off-season and pre-season. Much like an “iceberg”, in-season is the tip of the iceberg, whereas the off-season & pre-season is the 80% of the iceberg that cannot be seen under the water.

## **DEPARTMENTAL OBJECTIVES**

The Athletic Director is dedicated to CISD gaining recognition as the premier athletic program in the state of Texas. In order to obtain this extraordinary level of competence in an incredibly competitive area, each person within the athletic department must demand excellence of him/herself, as well as, each individual for whom he/she is responsible.

The Athletic Director is firmly committed to the following general objectives, which must be present in each sport and on every level, in order to continue in the pursuit of excellence for which our community has grown to expect:

- The growth and development of student/athletes
- Emphasize the importance of excellence in the classroom
- Increase participation in all sports
- Provide adequate and equitable funding for all athletic programs
- Afford all students the opportunity to try out for athletic teams
- Treating all students, parents, coaches, district employees, opponents, and community supporters with the dignity and respect each deserves
- Retain, attract, and hire exemplary coaches
- Promote consistency and unity throughout the athletic department
- Promote athletic programs and activities with aggressive communication
- Encourage continual development and improvement of coaches
- Exhibit outstanding sportsmanship in victory and defeat
- Develop lifelong skills needed in a competitive society
- Field competitive teams in each sport

## **CISD MISSION STATEMENT ON SPORT CITIZENSHIP IN EXTRACURRICULAR ACTIVITIES**

CISD recognizes the importance of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside the traditional classroom.

A primary goal of CISD's athletics programs is the promotion of good sportsmanship, ethical behavior, and integrity. All participants in CISD athletics, including athletes, support groups, fans, coaches and administrators, shall be guided at all times by a philosophy of good sportsmanship, sound ethics, and high integrity.

## UIL ATHLETIC CODE FOR COACHES

The code for athletic sponsors includes the principles and purposes of high school athletics as listed in the *Constitution and Contest Rules Section 1201 (b)*. Each coach in the CISD must follow the letter, as well as the spirit of these rules. It is through demonstrating the expectations that student-athletes best learn, and it is the policy of CISD that all coaches demonstrate the highest standards regarding this code. Each coach is responsible for:

1. Being aware of, understanding, and following all rules governing the competition for which the coach is responsible.
2. The coach must inform their immediate supervisor, in writing, the next school day after a contest if one is ejected from that contest for unsportsmanlike actions; or in football, if one is given two 15-yard unsportsmanlike penalties during one contest, knowing that such conduct will receive an automatic penalty.
3. Treating athletes based on what is best for the education, general welfare, and health of the student.
4. Displaying professional loyalty to other coaches.
5. Not removing a team from a contest as a protest.
6. Adhering to in-season and out-of-season practice regulations.
7. Adhering to policies that do not force athletes to specialize or restrict them from participation in other sports.
8. Allowing students to participate in one school sport without requiring, as a prerequisite, participation in another school sport.
9. Abstaining from any practice that would bring financial gain to the coach by using a student's participation in a camp, clinic, league, or other non-school athletic event, such as a rebate for each player sent to a particular camp or from each player using a particular product. Coaches shall not charge a fee for private instruction to student athletes during the school year. The restriction on charging fees for private instruction applies only to those students who are:
  - a. In grades 9 - 12
  - b. From the coaches' attendance zone; and
  - c. Participating in the sport for which the coach is responsible.
10. Abstaining from any practice that makes a student feel pressured to participate in non-school activities.
11. Avoiding any coaching practice that would endanger the welfare or safety of any player.
12. Emphasizing the academic progress of all participants by a regular, documented check of their academic standing, both in season and out of season.
13. Scheduling games and practices to avoid unnecessary loss of study or class time.
14. Utilizing the best and most current teaching, coaching, and training methods through affiliation with professional associations and publications.
15. Abstaining from any practice that solicits teachers to modify a participant student's grade for eligibility purposes.
16. Avoiding any actions that encourage, condone, or tolerate the use of performance enhancing drugs by any student athlete.
17. Emphasizing a chemical awareness program that informs and educates students of the damaging effects of anabolic steroids and other illegal drugs.
18. Disclosing to opposing schools any known conflict of interest with an assigned sport's official prior to a contest.

## PERSONNEL

**Parents entrust their most valued possessions, their children, to our care. It is imperative that each coach accepts this responsibility for the overall development of the child, and recognizes that it is crucial that the coaching staff support and nurture the student athlete through the adherence to the policies and procedures outlined in this handbook.**



## COACHING ASSIGNMENTS

### **Procedures**

Teachers approved for stipends for extra duties and responsibilities shall be assigned and compensated in accordance with the following guidelines:

The Athletic Director is responsible for the assignment of all coaches and the coaching assignments are subject to change at the discretion of the Director.

**Application for Coaching Assignment** - Applicants will be interviewed by the Athletic Director or designee as assigned by the Athletic Director as vacancies occur. The Middle School Campus Coordinators, Head Coaches, the Principal, Assistant Athletic Director and the Athletic Director will then discuss the applicants and come to a mutual decision regarding the selection for the available position.

**Assignment of Coaches** - The Athletic Director shall recommend the top candidates for the building principal to interview. The principal and Athletic Director will come to a mutual agreement regarding the selection of each coach. The Athletic Director will have sole authority to assign and/or reassign coaches based on the specific needs of the program as determined by the Director.

**Transfer of Coaches Within the District** - Coaches may be transferred by the Athletic Department upon approval of the sending and receiving principals, the coach and the Executive Director of Human Resources.

- If a coach wishes to make an intra-district transfer, the coach must initiate the process by scheduling a meeting with the current building Principal and the Athletic Director.
- If a Head Coach wishes to hire a coach on another CISD campus, the coach must gain approval from the Director of Athletics as well as the Principal of that campus.

**Evaluation of Coaches** - The Athletic Director shall have the responsibility for evaluating the overall coaching performance of the head coach of each sport. The head coach is responsible for formally evaluating each coach under his/her direction, with review of the evaluations by the Athletic Director.

**Dismissal of Coaches** - The Athletic Director and the building principal shall have the authority to recommend the dismissal of coaches. This recommendation will then be sent to the Executive Director of Human Resources for consideration. If there is a disagreement between the Athletic Director and the principal in the removal of a coach, the final decision will rest with the Executive Director of Human Resources and the Superintendent of Schools.

**Reassignment of Coaches** - The Athletic Director or Superintendent will have the authority to assign and/or reassign coaches based on the specific needs of the program as determined by the Athletic Director. A reassignment may be made for disciplinary reasons when termination of employment is deemed too harsh for the offense.

**Dual Contract** - All coaches sign a contract binding the positions of teacher and coach. Resignation of the coaching position constitutes resignation of the teaching position as well. The building principal may, but is not obligated to retain the teacher if a suitable replacement can be found.

## **COACHING RESPONSIBILITIES AND EXPECTATIONS**

One of the greatest attributes a coach can possess is that of high expectations, not only for one self, but also for all student athletes for whom each coach is responsible. Research is conclusive that in an environment rich with high expectations, students are capable of achieving greater accomplishments than thought possible.

### **RESPONSIBILITY TO THE ATHLETE:**

- Building character and self-esteem in student athletes
- Demanding enthusiastic, aggressive, and inspired play
- **Encouraging participation in more than one sport**
- Stressing the importance of excellence in the classroom as well as the athletic arena
- Demonstrating a high level of competence in the knowledge and teaching of all sports hired to coach and further
- Instilling an overall camaraderie among other coaches and loyalty to CISD
- Promoting all CISD activities
- Developing irreproachable rapport among teachers, administrators, parents, media, and community supporters
- Establishing and maintaining effective communication practices with parents
- Exhibiting a professional appearance and impeccable conduct
- Setting goals with sequential steps to obtain goals
- Stressing self-discipline and sacrifice for a common goal
- Building communication skills with peers and those in authority
- Dealing with adversity in a positive manner
- Setting high standards by which to live and work
- Developing confident, independent thinkers promoting sportsmanship, fair play, and good citizenship
- Coaches are responsible for the student athletes, including managers and trainers, until a parental approved ride arrives to pick up the student. **Never leave an athlete(s) to wait alone.** Coaches should not provide transportation for the student athlete except on the bus to and from scheduled athletic activities. Coaches should make every attempt to know with whom the parent will allow the athlete to ride home. When a question arises, the parent should be called. Refer to transportation policy for more details. At all practices and games, the coaches should be the first to arrive and the last to leave.
- **Coaches – do not give keys out.**

### **RESPONSIBILITY TO BUILDING A PROGRAM:**

#### **RAPPORT**

A coach must be able to develop good rapport with numerous individuals and community groups: team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and demonstrated competency are invaluable for the coach.

#### **COOPERATION**

The district expects the highest-level of cooperation between all coaches and athletic staff members in the execution of their duties. Coaches must work cooperatively with their school, athletic director, administration, other staff, team and parents.

#### **LEADERSHIP AND PUBLIC RELATIONS**

Diligence, enthusiasm, integrity, honesty and a love for the game are all part of the professional pride that should be exhibited by any coach. Personal appearance, dress, and physical condition – all should be exemplary. Public demeanor and decorum should always reflect positively on the school, school district and athletic department.

**DISCIPLINE**

Every Cleburne athletic team requires a high level of discipline among coaches, players and support staff. In this regard, the implementation of discipline and the attitude with which it is implemented is the coach's responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season especially where the student body is concerned. Desire to do well, to win gracefully, and to lose with poise and a positive attitude should be emphasized. Staff, players, and spectators should be motivated to achieve established goals as a team and as individual players.

**IMPROVEMENT**

All coaches must constantly take advantage of opportunities presented for self-improvement. Regular attendance at district meetings, rules clinics, special workshops and training opportunities in specific fields is imperative. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

**COACHING TECHNIQUES**

- Use sound and acceptable teaching practices.
- Run well-organized practice sessions.
- Complete pre-season planning well in advance of starting date.
- Adhere to a highly efficient and technically sound program of injury prevention. When injuries occur, follow a prescribed routine and maintain good communication with patient, doctor and parents.
- Construct a well-organized game plan.
- Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

**RESPONSIBILITY TO BUILDING POSITIVE RELATIONSHIPS:****SCHOOL**

A coach's relationship with the school that he/she represents must be based on mutual respect and the vision to attain a common goal of producing motivated individuals in the classroom and in athletics. The coach is expected to exude an enormous deal of pride for the school, which in turn builds community.

Because of the common interest and concern shared by the coach and other teachers in the development of students, the relationship between these professionals must be complimentary rather than critical or non-supportive. The coach should make students and the student body aware of the purposes and advantages of having a competitive athletic program in their school.

**ADMINISTRATORS**

Because of the tremendous role played by the coach in the total educational process, it is imperative that excellent working relationships exist between the coach, principal, and athletic director. The coach must support all policies on rules and regulations pertaining to CISD Policies and CISD Athletic Policies.

**Controversial matters should be discussed on a friendly basis. Differences of opinion must be discussed privately and not aired to the public or to others not involved in the matter.**

**PLAYERS**

The coach should work diligently to earn the respect of parents, community members, and athletes. The coach must be a model from which athletes want to imitate and learn acceptable behavior. The coach has the ability to greatly influence the behavior of his/her players. Therefore, the coach should be conscious of the impact of his/her actions at all times.

**FELLOW COACHES**

Although the head coach must assume leadership responsibilities, independent thought should be encouraged by all staff members. An important factor is human relations, a skill that provides for an open exchange of ideas in a courteous, thoughtful manner.

**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 to the best of his/her ability. One important component learned through competition is how to accept adversity. This lesson can best be taught when the coach and players feel a controversial decision or incorrect call is made. Controversial decisions should be discussed privately by the official and coach involved. **If any coach or player is ejected from a game, they must notify the Athletic Director within 24 hours.**

**PUBLIC RELATIONS**

The press, radio, and television can be useful moderators in sports when utilized in a positive and constructive manner. Coaches should use discretion when making comments or giving information about teams or players.

Information that could show disrespect to any program, player, coach, or official should never be given. Coaches should never discuss a game or a call when upset. It is further advisable to channel inquiries regarding injuries, disciplinary measures, academic difficulties, or eligibility problems to the proper authority (head coach, head trainer, principal, Athletic Director). If there is any uncertainty on how to handle a situation with the media, please state "no comment" and refer them to the Athletic Director.

Remember that we need the media more than they need us. We want them to help us promote our programs. It should not be expected that the media attend every event of the athletic department; however, it is expected that the results of every event be called or emailed in and reported for proper coverage. Media is not allowed at Team meetings or other meetings without Athletic Director.

**RESPONSIBILITY TO SCHOOL:****LOYALTY**

A coach owes his/her school maximum effort and loyalty at all times. He/She must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. In this regard, good personal habits and neat appearance are important; but most important are the examples that are set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you would like extended to you. Private, firm, equitable and consistent discipline must be maintained.

**TEAMWORK**

The coaching staff at each school must exemplify teamwork. All coaches are expected to work in CISD sponsored activities when requested by the Athletic Department or the principal. It is imperative that a sufficient number of coaches help with the various athletic activities in which teams from individual schools are participating.

**ATTENDANCE**

Coaches must plan to attend every scheduled practice, game, and tournament. Only in extreme cases will a coach be excused from such duty. This requires prior approval from the Athletic Director except in the case of an emergency that cannot be predicted.

Coaches must accompany qualifying teams or individuals to District, Regional, and State playoffs or tournaments with no loss of pay because of absence from school. Coaches will not be expected to take personal or sick days for such absence when student athletes will be competing.

**RESPONSIBILITY TO THE DISTRICT:**

As a coach, you have a high-level of visibility throughout the community. You have an impact on the home, the work place and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and public communications should always reflect confidence and respect for the Cleburne Independent School District. Much can be done by the coach with public contacts to build and maintain a high level of confidence in the athletic program and the school district.

**RESPONSIBILITY TO PROFESSIONALISM:**

**DRESS CODE** – Coaches are expected to follow the dress codes set forth by CISD.

- Classroom- professional attire as stated in the CISD Employee Handbook; No blue jeans except on days as specified by the Principal
- Practice- school colors and appropriate dress and shoes for practice
- Competition- Professional dress. Example: basketball coaches professional dress, football coaches in slacks and collared shirt (school colors)
- In team events where special colors are utilized (i.e. cancer awareness, etc.) the Athletic Director must approve.

**The coach should set examples of unquestionable character for all student/athletes by:**

- **Refraining from tobacco use, drinking, and using profanity while athletes are under the coach's supervision**
- **Acting in a professional and sportsmanlike manner at all times**
- **Teaching players to win with dignity and to lose with no bitterness toward opponents**
- **Emphasizing respect for decisions made by officials and others that are in authority**

**The coach must never jeopardize the safety or welfare of athletes for any reason. The teaching of illegal means of winning or disregard for proper rules and regulations governing sports will not be tolerated in the CISD.**

**CLINICS**

Continued professional development is encouraged for CISD coaches. Coaches attending coaching clinics must follow the proper procedures prior to making arrangements. Coaches will only be reimbursed for the amount designated by CISD Board Policy.

CISD will pay for food, transportation and hotel according to local school district policy.

**All CISD employees are accountable for monies received by providing appropriate receipts, such as motel, registration, meals, etc. Receipts with the appropriate forms are due to the Athletic Director or designee within three business days of the trip.**

## **PROFESSIONAL MEETINGS**

### **Board Meetings and/or Called Meetings**

During the course of the year, the Board of Education, superintendent, principal or athletic director may call a meeting of a professional nature. When such a meeting is called, the appropriate coaches must be in attendance during the entire meeting. If the entire coaching staff is involved, the athletic activities may be adjusted.

**The Athletic Director may call meetings of the coaching staff** when specific need develops. Any member of the coaching staff who believes a need exists for a meeting should discuss it with the athletic director.

**All head coaches** are required to attend the state association-sponsored rules interpretation meetings and are expected to attend either conference, monthly head coaches meetings, or district meetings where business concerning their sport will be discussed.

### **Medical Seminars**

All coaches are encouraged to attend sports medicine conferences or workshops to remain current and competent in this area. Fundamentals and new techniques in areas such as diet, injury prevention, treatment and rehabilitation are imperative.

## **RESPONSIBILITY TO TEACHING ABOUT SOCIAL MEDIA**

According to a recent Pew Research Center study, nearly half of American adults now use social media, double the number revealed in a similar study in 2008. Today recruiters, coaches and athletic officials routinely look at high school athletes' social media profiles before offering scholarships. That's why it is more important than ever to play by the rules when you're updating Twitter, Instagram, Facebook and Google+. Be sure that your athletes avoid these four social media mistakes. Any one of them can spell disaster for their scholarship opportunities.

### **1. INAPPROPRIATE PHOTOS**

Staff and students should avoid posting inappropriate photos: no nudity, alcohol, or drugs. If you've posted those images to your account, or if one of your friends has tagged you in an inappropriate photo, remove them immediately.

### **2. PROFANITY**

According to the Huffington Post, Caitlin Ortiz, a Molloy College softball player, lost her scholarship due to lyrics from a Chris Brown song she posted on Facebook. Always think twice about every status and update, making sure both the language and message are G-rated.

### **3. VIOLATING NCAA REGULATIONS**

According to an article in the New York Times, certain social media communications can be considered violations of NCAA regulations. The article explains that the NCAA may prohibit Facebook friend requests to recruits from a college's fan, booster or alums. No penalties have yet been assessed for these kinds of communication, but some recruits have been the targets of hostile tweets, posts and comments. Avoid the negativity, and any possible violation, by keeping such "friends" out of your accounts altogether.

### **4. PRIVACY SETTINGS**

Facebook is constantly updating its privacy settings. Stay up-to-date on all changes to maintain your circle of friends, and monitor contents other people post about you. Even if you censor your own posts and photos, one raunchy comment or snapshot posted by a friend can do serious damage to your reputation and scholarship chances.

## **CISD SOCIAL MEDIA GUIDELINES**

Cleburne ISD supports the use of social media as a means to facilitate communication. The responsible use of social media by district employees can be both a beneficial and effective way to communicate with both parents and students alike. The following guide serves as CISD expectations for departments, classrooms, campuses, organizations, and employees.

### **Social Media Content:**

- All CISD authorized social media accounts must follow the District’s Acceptable Use Policy, SBEC Code of Ethics, Board policy DH (LEGAL)(LOCAL)(EXHIBIT). Online behavior should reflect the same standards of what is published in the Cleburne Independent School District Employee Handbook.
- All content that is illegal, obscene, pornographic, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to any person or entity, inhospitable to a reasonable work environment, or otherwise injurious or objectionable, violates law, policy, or these guidelines is unacceptable and may be removed.
- FERPA and District Directory Information limit the release of private student information. District employees are responsible for becoming familiar with the rules. Do not post an image/video/name of students whose parent has not agreed to the CISD Media Release form.
- Respect copyright and fair use guidelines. See U.S. Copyright Office – Fair Use.

### **Employee and Account Administrator Responsibilities**

- All CISD employees need to be aware of their responsibilities concerning their personal social media accounts and will be held accountable for content on their social media accounts.
- Be sure to include a disclaimer stating that the information is unofficial and representative of your views and opinions, and not necessarily the views and opinions of Cleburne ISD.
- The account administrator of a CISD-authorized account should ensure that content is consistently updated. Dormant accounts will be removed.

### **District Role**

- Use of District logos must be requested and approved through the Director of Community Relations.
- The District does not endorse or take responsibility for content posted by third parties.
- The District does not permit explicit or implied institutional endorsement of any kind through the use of its names, trademarks, logos or images – including pictures of campus buildings.
- Cleburne ISD does not pre-screen posted content, but it shall have the right to remove content with cause.

## ADMINISTRATIVE RESPONSIBILITIES

### Athletic Director

- I. Is responsible for the CISD Athletic Department**
- II. Is responsible for the evaluation of all CISD athletic programs**
- III. Schedules**
  - A. Schedules and approves middle school contests
  - B. Approves schedules for the high schools
  - C. Assists in middle schools with securing officials and with payments
- IV. Recruitment and Promotions**
  - A. Aids in the recruitment process of athletic coaches and other staff members
  - B. Recruits team physicians and arranges security as needed for events
  - C. Promotes the CISD athletic department
  - D. Fosters positive school- community relationships
  - E. Works with the City of Cleburne in scheduling youth programs
- V. Meetings**
  - A. Schedules district meetings
  - B. Schedules middle school meetings
  - C. Schedules high school head coaches and middle school coordinator meetings
  - D. Schedules sport specific meetings
  - E. Schedules in-services, workshops, and orientations
- VI. Organizes and coordinates district athletic information and athletic communication**
  - A. With community
  - B. With school officials
  - C. Within the district
  - D. Keeps community aware of athletic events
- VII. Finances**
  - A. Prepares and submits for approval annual budget for district athletics
  - B. Supervises all ticket sales for the athletic department
  - C. Is responsible for audit of all monies from gate receipts
  - D. Prepares all bids for athletic equipment and medical supplies
  - E. Creates and maintains guidelines for booster club finances
- VIII. Facilities**
  - A. Works with the director of maintenance and facilities to ensure that all games and practice fields, gyms, etc. are in proper working condition
  - B. Evaluates and maintains the upkeep of all facilities and district equipment
- IX. Post Season**
  - A. Represents CISD at playoff games in all sports when possible
  - B. Meets with coaches and administration
- X. Booster Club**
  - A. Works closely with the Booster Club to provide insight and direction for its purpose and function
- XI. Transportation**
  - A. Arranges transportation for athletic contest participants
- XII. Compliance**
  - A. Responsible to ensure compliance with UIL concerning eligibility for student athletes



## **High School Campus Coordinator**

- I. Is responsible for duties in the CISD Athletic Department as assigned by the Athletic Director**
- II. Is responsible for evaluating CISD middle school athletic programs**
- III. Scheduling**
  - A. Schedules workers, security, and gate. UIL Game Administrators
  - B. Schedules athletic and band practice
- IV. Recruitment and Promotions**
  - A. Assists in recruiting coaching candidates for middle and high school positions as designated by the Director of Athletics.
  - B. Works to build relationships with the community to promote CISD athletics
  - C. Assists in coordinating and organizing the annual CISD athletic job fair
  - D. Monitors and coordinates District Athletic Web Site
  - E. Works with Athletic Director in scheduling clinics and events with the City of Cleburne youth programs
- V. Meetings**
  - A. Attends meetings as assigned by the Athletic Director
  - B. Attends and supervises athletic events
  - C. Attends all district meetings for all sports
- VI. Assists in coordination of athletic department communication**
  - A. With community
  - B. With school officials
  - C. Within the district
- VII. Finances**
  - A. Assists purchasing to establish vendor and bid
  - B. Assists in developing athletic budget
  - C. Assists in enforcing CISD Board Policy purchasing guidelines
- VIII. Facilities**
  - A. Works on future facility planning and maintenance
- IX. Post Season**
  - A. Assists in arranging site, travel plans, & officials
  - B. Assists the Athletic Director in the financial management of these events
- X. Booster Club**
  - A. Assists Athletic Director with Booster Club.
- XI. Transportation**
  - A. Works with transportation to ensure quality transportation of all CISD athletes
  - B. Keeps accurate log of all athletic transportation for efficiency and cost containment
  - C. Assists transportation to maintain all certification for coach drivers
- XII. Compliance**
  - A. Assists Athletic Director with overseeing all high school UIL compliance and paperwork.
  - B. Assists Athletic Director with overseeing all CISD compliance and paperwork pertaining to the following departments:
    - Business
    - Human Resource
    - Maintenance
    - Transportation

## **Middle School Campus Coordinator**

- I. Is responsible for duties on their specific campus for the CISD Athletic Department.**
- II. Is responsible for the evaluation of campus staff and campus programs**
- III. Scheduling**
  - A. Approves campus scheduling
  - B. Assigns game administrators and works with the campus principal on facility scheduling
  - C. Assists in coordinating the Middle School Athletic Program.
- IV. Recruitment and Promotions**
  - A. Assists in the campus hiring process of coaches
  - B. Promotes unity of the athletic program on the high school and middle school campus
  - C. Schedules an opportunity for all high school coaches to visit the middle schools.
  - D. Promotes a positive image of the total athletic program to the community and on each campus
    1. Speak at service clubs
    2. Attend athletic events involving you middle school.
    3. Participate in Booster Club Activities
    4. Provides campus updates and status reports on vertical alignment program.
- V. Meetings**
  - A. Attends school specific and district meetings as assigned by the Athletic Director or Principal
  - B. Runs in-campus specific meetings with entire staff
  - C. Must formally observe assistant coaches at least 4 times per season and communicate these observations to the coach in a 1 on 1 meeting
  - D. Is accessible for parent meetings to resolve conflicts or concerns involving parents of student-athletes
- VI. Organizes and coordinates information on each campus**
  - A. Directs all questions and concerns from coaches regarding staff to the athletic office
  - B. Submits required reports, lists, and records to Athletic Director
  - C. Distributes UIL information to all coaches
- VII. Finances**
  - A. Works with Athletic office in securing all monies before and after competitions
  - B. Monitors campus Booster Club funds and guides coaches in proper spending of all money raised.
- VIII. Facilities**
  - A. Is responsible for the upkeep and maintenance of facilities and equipment on campus.
  - B. Is responsible for the use of facilities and equipment on campus
  - C. Evaluates coaches' performance in taking care of facilities
- IX. Post Season**
  - A. Submits end of season reports, evaluations, and overall campus summary to Athletic Director
  - B. Assists Athletic Director in scheduling the usage of campus athletic facilities
- X. Booster Club**
  - A. Actively participates in booster club meetings and functions
- XI. Transportation**
  - A. Oversees campus transportation.
  - B. Coordinates with the Assistant Athletic Director on CDL certifications of new hires.
- XII. Compliance**
  - A. Distributes UIL information to all coaches and hold them accountable for following those rules
  - C. Assists Athletic Director with overseeing all CISD compliance and paperwork pertaining to the following departments:
    - Business
    - Human Resource
    - Maintenance
    - Transportation

## **High School Head Coaches**

- I. Is responsible to the Athletic Director and High School Campus Coordinators**
- II. Is responsible for the leadership of the program of his/her respective sport and the evaluation of assistant coaches' grade 7<sup>th</sup> through 12<sup>th</sup>.**
- III. Scheduling**
  - A. Prepares rosters and UIL eligibility
  - B. Conducts academic progress checks
  - C. Develops appropriate rules and guidelines for sport
  - D. Schedules non- district game and tournaments
  - E. Schedules practices
- IV. Recruiting and Promotions**
  - A. Makes recommendations to the Athletic Director and Principal in the recruitment and assignment process of assistant coaches
  - B. Promotes academic excellence for all student/athletes, trainers, and managers
  - C. Promotes loyalty to CISD and the CISD Athletic Department
  - D. Attends award ceremony involving all sports for which assigned
  - E. Develops good relationship with middle school coaches
  - F. Promotes multi-sport participation and attends a variety of sporting events in district
- V. Meetings**
  - A. Supervises all sub varsity programs and staff. Provides workshops and clinics and establishes expectations with assistant coaches
  - B. Evaluates assistant coaches formally and informally
  - C. Must formally observe assistant coaches at least 4 times per season and communicate these observations to the coach in a 1 on 1 meeting
  - D. Attends clinics and workshops for professional development
  - E. Attends all called meetings by the Principal and/or Athletic Director
  - F. Performs other duties as assigned by the Principal and the Athletic Director
  - G. Conducts pre-season parent meeting with handbook containing rules, procedures, and expectations for the upcoming season. Handbooks must be approved by the Athletic Director
- VI. Organizes and coordinates specific sport schedule on campus**
  - A. Provides written workouts with times available for documentation
  - B. Develops a current activity roster to include team information, jersey numbers, and name.
  - C. Updates sport specific website
  - D. Updates Rank One
- VII. Finances**
  - A. Maintains budget – supply, transportation, entry fees
  - B. Creates and maintains appropriate Booster Club funds and allocates funds correctly
- VIII. Facilities**
  - A. Secures game officials for contests and works with the Assistant Athletic Director on securing clock, bookkeepers, and announcers
  - B. Updates Athletic Director regarding maintenance needs of game equipment, secures equipment in and out of season
  - C. Routinely checks facilities and equipment for safety
- IX. Post Season**
  - A. Submits end of season reports, evaluations, and overall sport specific summary to the Athletic Director
  - B. Works with the Athletic Director on all extended play

- X. Booster Club**
- A. Actively participates in booster club meetings and functions
- XI. Transportation**
- A. Schedules all transportation for specific sport
  - B. Implements the CISD transportation policy
  - C. Must obtain CDL License
- XII. Compliance**
- A. Must complete all UIL required certification
  - B. Must be CPR certified
  - C. Must be a member of State Coaches Association
  - D. Knows and complies with all UIL and TEA eligibility, residency, and academic guidelines as well as CISD policies and procedures and reports any possible violations
  - D. Assists Athletic Director with overseeing all CISD compliance and paperwork pertaining to the following departments:
    - Business
    - Human Resource
    - Maintenance
    - Transportation
- XIII. Duties**
- A. The Athletic Director is responsible for the assignment of all coaches and the coaching assignments are subject to change at the discretion of the Director and/or Executive Director of Human Resources

## **High School Assistant Coaches**

- I. Is responsible to the Head Coach, Campus Coordinators, and the Athletic Director**
- II. Is responsible to assist the head coach in the development of a complete, competitive, interscholastic sport.**
- III. Scheduling**
  - A. Provides Head Coach with the team roster prior to the first contest.
- IV. Recruitment and Promotions**
  - A. Promotes multi-sport participation and attends a variety of sporting events in the district.
  - B. Promotes academic excellence for all student-athletes.
  - C. Promotes loyalty to program.
  - D. Attends award ceremony involving all sports for which assigned
  - E. Promotes a positive image of the total athletic program in the community and on each campus
- V. Meetings**
  - A. Attends coaches in-service and all meetings as called.
  - B. Attends clinics and workshops for professional development.
- VI. Organizes and coordinates district athletic information and athletic communication**
  - A. Reports contest results to the media and updates website as directed
- VII. Finances**
  - A. Helps head coach maintains appropriate Booster Club funds and allocates funds correctly
- VIII. Facilities**
  - A. Provides adequate supervision of all athletes, trainers, and managers following all games and practices
  - B. Assists in the maintenance and upkeep of facilities and equipment
- IX. Post Season**
  - A. Provides Postseason workout support with times included for documentation
  - B. Assists Head Coach in Post Season workouts
- X. Booster Club**
  - A. Participates in Booster Club activities
- XI. Transportation**
  - A. Assists Head Coach in implementation of CISD transportation policy
  - B. Must obtain CDL License
- XII. Compliance**
  - A. Performs the coaching responsibilities for all assigned sports with equal enthusiasm
  - B. Performs other duties as assigned by the Principal and the Athletic Director
  - C. Continues to pursue professional development
    - 1. All coaches receive RCP Training on-line
    - 2. Must be CPR certified.
    - 3. First year coaches must complete the NFHS Fundamentals of Coaching course
    - 4. Actively participates in appropriate professional organizations
  - D. Understands and complies with UIL/TEA and CISD eligibility rules, guidelines, and policies
  - E. Accepts and supports decisions that are made in the interest of the total program
  - F. Provides adequate supervision for all athletes, trainers, and managers following all games and practices.
  - G. Assists the High School Head Coach in all areas he/she deems necessary
  - H. Provides Head Coach and Athletic Director with the team rosters and schedules prior to the first contest
- XIII. Duties**
  - A. The Athletic Director is responsible for the assignment of all coaches and the coaching assignments are subject to change at the discretion of the Director, head coach and/or the Executive Director of Human Resources

## Middle School Coaches

- I. Is responsible to the Middle School Coordinators and the Athletic Director**
- II. Is responsible for all areas of supervision and organization for the team(s) for which directly accountable.**
- III. Scheduling**
  - A. Updates results on the website scheduling program (RankOneSport)
  - B. Develops guidelines for open gym/weight room detailing supervision, conduct, and availability. These guidelines must be posted and visible after approval.
- IV. Recruiting and Promotions**
  - A. Represents CISD through conduct becoming to the district
  - B. Promotes academic excellence for all student athletes
  - C. Promotes multi-sport participation and attends a variety of sports events in the district.
- V. Meetings**
  - A. Attends coaches in-service, clinics, and meetings as called
  - B. Conducts preseason orientation to provide and distribute written rules and guidelines for parents and athletes to sign. Keeps a copy on file
- VI. Organizes and coordinates specific sport schedule on campus**
  - A. Provides written workout schedules with times and drills for documentation.
- VII. Finances**
  - A. Helps campus coordinator maintain appropriate Booster Club funds and allocates funds correctly.
- XIV. Facilities**
  - A. Updates Middle School Coordinator regarding maintenance needs of game equipment, secures equipment in and out of season
  - B. Routinely checks facilities and equipment for safety
- VIII. Booster Club**
  - A. Participates in Booster Club activities
- IX. Transportation**
  - A. Implements the CISD transportation policy
  - B. Must obtain CDL License
- X. Compliance**
  - A. Performs the coaching responsibilities for all assigned sports with equal enthusiasm.
  - B. Continues to pursue professional development.
    - 1. All coaches receive RCP Training on-line
    - 2. Must be CPR certified.
    - 3. First year coaches must complete the NFHS Fundamentals of Coaching course
    - 4. Actively participates in appropriate professional organizations
  - C. Understands and complies with UIL/TEA and CISD eligibility rules, guidelines, and policies
  - D. Accepts and supports decisions that are made in the interest of the total program
  - E. Provides adequate supervision for all athletes, trainers, and managers following all games and practices.
  - F. Runs the same schemes as the high school feeder programs
  - G. Assists the High School Head Coach in all areas he/she deems necessary
  - H. Provides Middle School Coordinator with the team rosters and schedules prior to the first contest.
  - I. Assists in scouting, when necessary, per approval of the Principal and Director of Athletics
  - J. Performs other duties as assigned by the Principal and Athletic Director.
- XI. Duties**
  - A. The Athletic Director is responsible for the assignment of all coaches and the coaching assignments are subject to change at the discretion of the Director, Middle School Campus Coordinator and/or the Executive Director of Human Resources

## **High School Athletic Trainer**

- I. Is responsible to the Athletic Director and High School Coordinators**
- II. Is responsible for the health and safety of all the athletes on their campus**
- III. Scheduling**
  - A. Coordinates athletic training coverage for all practices and events
- IV. Recruiting and Promotions**
  - A. Develops and maintains student trainer program that benefits the coaches and athletes in athletic program
  - B. Fosters good relationships with team doctors and area physicians
  - C. Maintains professional credentials by seeking out continuing education opportunities that will keep our knowledge on the cutting edge of the medical field as it pertains to Athletic Training
  - D. Develops open communication practices with parents
- V. Meetings**
  - A. Plans and teaches TEA approved Sports Medicine class
- VI. Organizes and coordinates specific sport schedule on campus**
  - A. Educates coaches and athletes to maintain safe and appropriate practice and conditions
  - B. Communicates daily with coaches and athletes on injury and treatment status
- VII. Records**
  - A. Keep and maintain accurate records for all student athletes which includes:
    - 1. Physical Packets
    - 2. Injury and treatment documentation
- VIII. Facilities**
  - A. Manage inventory and maintain accurate records on all training supplies
  - B. Maintain a clean and organized training room to promote health and safety
- IX. Post Season/ Rehab**
  - A. Assists head coaches with planning of extended play
  - B. Rehabilitates athletes to return to play in a safe and timely manner
  - C. Evaluates injuries occurring in school sponsored athletic activities, and initiates appropriate follow-up action. Refers athletes to a physician when appropriate
- X. Booster Club**
  - A. Participates in Booster Club activities
- XI. Transportation**
  - A. Implements the CISD transportation policy
- XII. Compliance**
  - A. Knows and complies with all UIL and school district policies in regard to the health and safety of student athletes.
  - B. Manages blood borne pathogens with OHSSA guidelines
  - C. Represents CISD with conduct becoming to the district
  - D. Performs other duties as assigned by the Athletic Director
  - E. Follows FERPA laws and maintains confidentiality with all coaches, athletes, and administrators about health, safety and team information

## SECTION II

# PARENT INFORMATION & POLICIES

- ATHLETIC CODE
- ALL ATHLETES MUST
- CAP PACT
- CISD CHARACTER PROGRAM



## **STUDENT ATHLETIC CODE**

Students selected to a Cleburne ISD athletic team must recognize this distinction as an honor and privilege and must be held accountable to a greater standard than that of the general school population. The student athlete is a recognized representative of the individual school as well as the district and as such must demonstrate the highest level of character and behavior.

It is the responsibility of the Athletic Director and each coach to ensure this high level of expectation. Coaches must monitor the character and behavior of team members **in and out of season, in and out of uniform, and on and off campus**. The inordinate amount of time coaches spend in various curricular and co-curricular activities provides a unique opportunity to observe, assist, and intercede to help the student athlete make good decisions.

CISD supports education and awareness training on adolescent chemical use issues, including chemical dependency, substance abuse and special issues affecting district student athletes in a helpful, non-punitive way.

### **Section 1: Athletic Code Violations**

The Athletic Code in conjunction with the Student Code of Conduct identifies a broad range of behaviors that is detrimental to the progress and success of our athletic programs:

- A. Falsification of a signature or information on any UIL required pre-participation forms**
- B. Acts of unsportsmanlike conduct during the sport season in which the athlete is involved including but not limited to cheating, fighting, verbal abuse of officials, contestants, coaches, or spectators**
- C. Violation of inappropriate usage of Social Media in and out of season, in and out of uniform, and on and off campus**
- D. Violation of dual participation policy**
- E. Any violation of the CISD student code of conduct**

### **Section 2: Progressive Discipline**

Any CISD athlete, trainer, or manager will be subject to disciplinary action if he/she commits any violation of the Athletic Code. The Athletic Code utilizes a philosophy, endorsed by the district, known as “**progressive discipline**”. Progressive discipline means there are different levels of student misbehavior with corresponding levels of appropriate disciplinary consequences. In a system of progressive discipline, two students who have committed the same offense may receive different consequences. The reason for this is that one student may be a first-time offender, having no previous infractions on record, while the other student may have a previous history of misbehavior.

- A. Level I: Any misbehavior classified as a Level I offense by the CISD student code of conduct or a violation of team rules (i.e. Inappropriate usage of social media)**
- B. Level II: Any misbehavior classified as a Level II offense by the CISD student code of conduct, acts of unsportsmanlike conduct, the falsification of UIL forms, or repeated Level I violations.**
- C. Level III: Any Level III violation of the CISD student code of conduct or repeated Level I or II violations of the Athletic Code.**
- D. Dual Participation: Any first offense dual participation violation will result in a suspension for the next game. On the second offense, the athlete will be released from the team.**

**Section 3: Consequences**

**A student has no ordained right to participate in athletics. It is a privilege that has been granted to you. Therefore, it is possible that the privilege can be taken away. This will be the decision of the head coach or Athletic Director and could take place at any Level after a parent conference has been held.**

**A. Level I:** A Level I violation will be handled on a case-by-case basis by the head coach and will not necessarily result in a report of infraction.

**B. Level II: First offense.** A Level II violation will result in a report of infraction and suspension from all athletic contests for two (2) consecutive interscholastic events, or two weeks of the season, whichever is greater, with the student expected to participate in all practice sessions during that time. The student will not be allowed to suit up or travel with team for competitions. No exception is permitted for a student who becomes a participant in a treatment program. Any infraction by an athlete requires the coach to conference with the parents.

If drugs or alcohol are involved, a mandatory conference with the Athletic Director, the head coach, the parent(s) or legal guardian(s), and the student athlete is required for reinstatement. The athlete may not practice until his or her coach determines that it is appropriate and in the best interest of the player and the team.

**Level II: Second offense**

After confirmation of a second violation, the student shall lose eligibility for six (6) consecutive weeks. The student is required to continue attendance in practice but may not participate in athletic contests. This suspension may be carried over from one sports season into another and/or from one year into the next year. The athlete must complete the season during which the penalty is being served. If drugs or alcohol are involved, a mandatory conference with the Athletic Director, the head coach, the parent(s) or legal guardian(s), and the student athlete is required for reinstatement. The athlete may not practice until his or her coach determines that it is appropriate and in the best interest of the player and the team.

**C. Level III or Third Level II offense:**

After confirmation of a third violation or, a Level III violation of the CISD Student Code of Conduct, the student shall lose interscholastic eligibility for one full calendar year.

If drugs or alcohol are involved, a mandatory conference with the Athletic Director, the head coach, the parent(s) or legal guardian(s), and the student athlete is required for reinstatement. The athlete may not practice until his or her coach determines that it is appropriate and in the best interest of the player and the team.

**These sanctions apply to all athletes whether or not they are actively engaged in their sport(s) at the time of the violation.**



Athlete's Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_  
*(Please Print)*

**I understand and agree to abide by all the provisions of the Athletic Code of Cleburne Independent School District.**

\_\_\_\_\_  
*Athlete's signature* \_\_\_\_\_  
*Date*

**I understand and agree to support all the provisions of the Athletic Code of Cleburne Independent School District.**

\_\_\_\_\_  
*Parent's signature* \_\_\_\_\_  
*Date*

**ALL ATHLETES, REGARDLESS OF SPORT, MUST:**

- I. Abide by all University Interscholastic League (UIL) rule specifications, and abide by local athletic policy.
- II. Attend every practice session and athletic contest unless ill or emergency situations. (Parents or athlete must call in if the athlete is not attending a practice session.)
- III. At all times, respond to every situation as a young lady or gentleman
- IV. Abide by all CISD, Athletic Department, and campus guidelines and policies.
- V. Maintain academic intensity to achieve success in the classroom.

## THE CAP-PACT

### **CAP- PACT Core Principles**

- **Coach, Athlete, Parent Are In Partnership**
- **Partnerships are Built on Honest, Open Communication**
- **Communication is Two-Way and Based Upon Mutual Respect**
- **Disputes Are Resolved According to Specific Written Procedures**

Each section reflects what each constituent – Coach, Athlete, and Parent – expects from the other.

### **Parent’s Expectations of Coach:**

1. Treat my athlete equitable.
2. Let me know if my athlete is experiencing any problems (physical, social, emotional).
3. Communicate clearly your expectations of my athlete and me.
4. Keep in mind that as parents we identify with our athlete’s achievements.
5. Be a good role model.
6. Protect my athlete from bullying or social ostracizing.

### **Coach’s Expectations of Parents:**

1. Recognize my commitment and that I am not doing it for the money.
2. Offer praise for accomplishments and support for my efforts.
3. Keep me informed of any home issues that might affect your athlete.
4. Follow established grievance guidelines when there is a problem.
5. Be an enthusiastic and respectful fan at games.
6. Support your athlete’s efforts and commitment to the program.
7. Monitor your athlete’s schedule to help avoid over involvement in diverse activities.
8. Screen your athlete from conflicting input from outside coaches and experts.
9. Do not gossip or complain about me at home, in the community and in social media.
10. Do not substitute your agenda for your athlete.

### **Coach’s Expectations of Athlete:**

1. Set realistic personal goals for yourself and follow them.
2. Be honest about your ability level.
3. Let me know if you have an injury or you are ill.
4. Understand that my feedback on your performance is constructive.
5. Take pride in your team.
6. Support your fellow athletes.
7. Let me know if you are having academic problems or issues with peers.
8. Let me know if issues or concerns exist in your home or personal life that might affect your participation.
9. Discuss with me if you are receiving conflicting advice about your performance from other coaches or your parents.
10. Show respect for my position as a coach and the need to make decisions that are in the best interest of the team.
11. Refrain from any use of illegal substances including alcohol.
12. Always display good sportsmanship to opponents and referees/judges.
13. Let me know if you are having conflicts with the scheduling demands of a job or other school related activities.

**Athlete’s Expectations of Coach:**

1. Treat me equitable. Do not play favorites.
2. Do not embarrass me in front of my teammates.
3. Understand that the sport/team might not be as important to me as to you.
4. Understand the pressure I am under from my parents.
5. Understand the conflicts with schoolwork and other activities.
6. Understand that my outside job is necessary for my family and me.
7. Praise me when I am doing something good.
8. Make sure that I am not bullied or harassed by cliques on the team.
9. Help me set realistic goals for myself.
10. Be there for me if I need advice about something personal in my life.

**Athlete’s Expectations of Parents:**

1. Allow me to follow my dreams and goals in athletics. Don’t live your unfilled dreams through me.
2. Find a way to support me without undue pressure.
3. Show the coach respect.
4. Have positive communication with my coach and if issues arise, follow the adopted process.
5. Understand the conflicts I have with schoolwork and other activities.
6. Be a good listener, especially when you don’t agree with everything I say



Athlete’s Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_  
*(Please Print)*

**I understand and agree to abide by all the provisions of the CAP-PACT of Cleburne Independent School District.**

\_\_\_\_\_  
*Athlete’s signature* \_\_\_\_\_  
*Date*

**I understand and agree to support all the provisions of the CAP-PACT of Cleburne Independent School District.**

\_\_\_\_\_  
*Parent’s signature* \_\_\_\_\_  
*Date*

## **CISD ATHLETIC CHARACTER PROGRAM**

The CISD Athletic Department will start the Character Program for the 2015-2016 school year. This program was developed to teach our CISD student-athletes that there is more to athletics than just wins and losses. This program aims to teach our student/athletes how to handle the wins and losses by developing their character. For the 2016-2017 school year, each lesson will be written by the Athletic Director. The 2017-2018 school year, the lessons will be written by the high school head coaches. Weekly lessons are taught and discussed in a variety of methods on each campus. The lessons are divided into the following topics and subtopics:

- **CHARACTER**
- **INTEGRITY**
- **ATTITUDE**
- **COMMITMENT**
- **TEAMWORK**
- **RESPONSIBILITY**
- **LEADERSHIP**
- **ADVERSITY**
- **SUCCESS**

## SECTION III THE STUDENT ATHLETE

- ATHLETIC PARTICIPATION
- ATHLETIC STUDENT TRAINER
- SQUAD SELECTION
- PRACTICE POLICIES
- MIDDLE SCHOOL ATHLETICS

## **ATHLETIC PERIOD**

The athletic period is considered a class period and will be treated as such. All students must attend their respective athletic period each day. Please make every effort to schedule appointments after school so that the student-athlete will not miss any class periods.

## **STUDENT ATHLETE PARTICIPATION**

Any student meeting the CISD and UIL residential and eligibility requirements may compete for a position on any athletic team. **Any team placement, position placement, style of play and/or playing time is the sole discretion of the coach and may not be appealed.**

## **DUAL PARTICIPATION**

All athletes participating in CISD Athletics make a commitment to the team, their teammates and their school. Each program demands the dedication of time and energy of the athlete. Part of this commitment is to be a student first and strive for academic excellence. Another integral part of that commitment is to place the CISD Athletic team above participation in any non-school sanctioned activity and attend all practices and games scheduled by CISD Coaches.

**Dual Participation: Any first offense dual participation violation will result in a suspension for the next game. On the second offense, the athlete will be released from the team.**

## **ATHLETIC CODE OF CONDUCT VIOLATION**

If an Athletic Code of Conduct violation occurs, the coach must notify the Athletic Director, and complete the Code of Conduct Infraction report form.

## **PLAYER/COACH EJECTIONS**

If a coach or player is ejected from a game, it must be reported to the Athletic Director within 24 hours and an Ejection Report form must be submitted to the Director of Athletics. The Athletic Office has the form.



## COACH-STUDENT ATHLETIC TRAINER RELATIONSHIP

Student Trainers will be assigned to each team.

These students are to be treated as if they are one of your athletes; they are to be considered a member of your team.

They have been taught the basic skills required to be able to take care of minor injuries as well as some injury prevention techniques like taping or padding.

It is your responsibility as the coach to communicate with your student trainer about your practice/game schedule.

Your student trainer is there to help you! Their responsibilities include:

1. Making sure the team has access to hydration (water or Gatorade).
2. Making sure athletes who require treatment or taping are taken care of before practice or a game.
3. Caring for minor injuries that may be sustained by an athlete or coach.
4. Making sure after practice or game treatments are done.
5. Carrying their trainer's kit to all practices and games, to include athletes, trainers and managers Emergency Cards.
6. Carry out additional tasks required by the head coach (as long as they are not busy with their training duties).

**If a situation arises in which the student trainer has something come up and misses a game on short notice, you need to make sure the Emergency Cards/Trainer's Kit are with your team.**

1. If a student trainer is misbehaving or is not working out either with you or your athletes, the staff trainer needs to know immediately.
2. This is a luxury that most schools do not have, so please be appreciative of the job they do. Let them know when they have done well. You will be asked to evaluate your student trainer at the end of your season.

## TRAINING ROOM PROCEDURES FOR COACHES

If a coach needs to borrow equipment from the training room, they must first notify a staff trainer of their needs and second, sign out the equipment on the checkout sheet in the training room. Return the equipment clean. Make sure it is checked back in on the sheet.

Coaches should follow school policy for use of any CISD equipment.

Please do not allow students to "horse play" or "hang out" in an unsupervised Training Room.

If an athlete is injured and a staff trainer is not on site, call the trainer who is on call.

## POLICY FOR UNSUPERVISED TRAINING ROOMS

All unsupervised training rooms should be **locked** unless a coach or staff trainer is in the room. Student Trainers should be allowed in the room only when performing a specific task related to their athletic training responsibility.

## POLICY FOR DISTRIBUTING SUPPLEMENTS TO ATHLETES

Under no circumstance will a CISD coach/trainer sell, purchase or distribute any type of drug or supplement to enhance athletic performance. This is dictated by the UIL. If you are approached by a salesperson of these types of products, you must explain to them this policy and recommend that they talk directly to the parents of the athlete.

## **GRADING PROCEDURES**

The grading policy for athletes will be based upon the CISD policy.

## **ACADEMIC ELGIBILITY**

Athletes must meet all UIL, TEA, and CISD requirements

## **LETTERING PROCEDURES**

### **High School**

Each head coach must establish an objective, written policy regarding lettering standards. This policy must be approved by the Athletic Director and must be included in the parent/athlete handbook for each sport prior to the beginning of the season. Lettering guidelines must also be discussed at the organizational meeting with parents to avoid conflict.

Each varsity coach must submit a letter jacket awards list to the Athletic Director. The Athletic Office will schedule sizing dates.

### **Middle School**

Middle School athletes will receive certificates for participation only. No individual awards other than certificates are allowed on the middle school level, to help stimulate the intrinsic benefits of athletics at an early age.

## SQUAD SELECTION POLICY

### Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Cleburne ISD, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy with respect to squad selection, please strive to maximize the opportunities for our students without diluting the quality of the program.

### Selection

#### *Responsibility*

Every effort should be made to communicate with parents regarding selection criteria. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. Non-varsity coaches will work under the direction of the head coach in that particular program when selecting final team rosters.

Prior to squad selection, the coach shall provide the following information to all candidates for the team:

- Extent of try-out period
- Criteria used to select the team
- Number to be selected
- Practice commitment if they make the team
- Game commitments

When a squad cut becomes a necessity, the process will include three important elements:

- Each candidate shall have competed in a minimum of 3 practice sessions
- Performed in at least one inter squad scrimmage
- At the high school level those members cut must be personally informed of the cut by the coach and the reason for the action, **cut lists are not to be posted.**
- Middle school coaches need to be prepared to talk to the student or parent in regard to squad selection. **Cut lists are not to be posted.**

Coaches will discuss alternative possibilities for participation in the sport, or other areas of the athletic program.

If a coach anticipates difficulties arising as a result of squad selection, he/she should discuss the situation with the Middle School Coordinator or Athletic Director.

Cleburne ISD Athletics offers opportunity for participation in teams in the following sports:

- Football, Basketball, Volleyball- Varsity, JV, 9<sup>th</sup> A, 9<sup>th</sup> B
- Track, Tennis, Soccer, Golf, Swimming- Varsity, JV
- Baseball, Softball- Varsity, JV, 9<sup>th</sup> grade
- Powerlifting
- Cross Country

Any deviation from this policy must have the approval of the Athletic Director.

## PRACTICE POLICIES

### Coaches' Responsibilities

*Participant requirements prior to first practice during school:*

- Completed CISD Physical Participation Packet.

*Participant requirements prior to first after school practice:*

- All eligibility requirements have been satisfied
- Completed parent-athlete responsibility acknowledgment forms
- List of players that are playing during the season (to Athletic Director, Trainers, Academic Advisor and Principal).

*Practice Policies*

- All Practices must be entered into School Dude for facility usage (fields, gyms, courts)
- Submit a "squad roster" to the athletic trainer listing all candidates trying out.
- Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities and study time.
- Practice sessions should be well planned, well structured, and not exceeding the eight-hour rule set by UIL.
- Coaches should be the first to arrive and the last to leave the practice sessions. At no time are athletes to practice without supervision.
- All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be cleaned and secured.
- Off-campus practices must have approval of Athletic Director.
- Must have a written practice plan for all practices and those plans turned into trainers
- **All changes to practices and games must be turned into trainers and Athletic Director**

*A student absent from school may not practice or play on that day unless:*

- **He/she attends school for half day**
- **An acceptable parent or doctor's excuse is submitted**
- **Permission is granted by the Athletic Director**
- **He/she is involved in school activity**
- **ISS students may not practice or play that day without approval of their Principal and the Athletic Director**

### Restricted Practice Days

*Weekend and Holiday Practices*

- **Coaches who wish to practice on Saturdays and holidays must send all dates to the Athletic Director.**
- **Sub varsity practices should be kept to a minimum.**
- **Practices held on vacation days such as over Thanksgiving, Christmas and spring break should be scheduled with family commitments taken into consideration.**
- **At the middle school level, during vacation periods and Saturdays, practice sessions will not be mandatory. If a practice is scheduled, it must be scheduled prior to the beginning of the season with the approval of the Athletic Director or designee.**

### Early Dismissal of School or Emergency Closing

*In the event there is a scheduled early dismissal of school or emergency closing, practices may be held if the Athletic Director has given permission.*

## **MIDDLE SCHOOL ATHLETIC POLICY**

At the middle school level our primary goal is to make the athletic experience for the students enjoyable. It is a time to focus on participation and camaraderie among team members. This allows the students to have fun while learning the fundamentals of the sport. All athletes who try out and make a middle school team, are in attendance daily at practice, and are eligible academically will participate in every single game. Winning is a secondary issue for our program at this level. We believe that if the middle school student has a great experience with their friends, and learns the fundamentals of their respective sport, we have accomplished the most important foundational goals in building the total athletic program

### **7<sup>TH</sup> Grade Girls Athletics**

- Volleyball
- Cross Country
- Basketball
- Track & Field
- Tennis

### **7<sup>TH</sup> Grade Boys Athletics**

- Cross Country
- Football
- Basketball
- Track & Field
- Tennis

### **8<sup>TH</sup> Grade Girls Athletics**

- Volleyball
- Cross Country
- Basketball
- Track & Field
- Tennis

### **8<sup>TH</sup> Grade Boys Athletics**

- Cross Country
- Football
- Basketball
- Track & Field
- Tennis

**New students to Middle School Athletics will need the approval of the Middle School Coordinators to enroll in the athletic class.**

# SECTION IV

## CISD EMERGENCY PROCEDURES & LEGAL POLICIES

- EMERGENCY PROCEDURES FOR COACHES AND TURBULENT WEATHER
- CONTACT NUMBERS
- CISD HEAT POLICY
- CISD COLD WEATHER POLICY
- CISD LIGHTNING POLICY
- INFECTIOUS DISEASES AND BLOOD BOURNE PATHOGENS
- LEAGUE ISSUES
- FOURTEEN DUTIES RELATED TO NEGLIGENCE LITIGATION

## EMERGENCY PROCEDURES FOR COACHES

In the event of an emergency when a Staff Trainer is not present, the coach present at the scene is responsible for handling the emergency.

### **Emergency Plan Steps:**

- A. Check** athlete.
- B. Call** for help.
  1. If you feel the athlete is in immediate danger or if you feel uncomfortable with the situation, CALL 911!!!
  2. If it is a non-emergency, contact a Staff Trainer
- C. Care** for the injured athlete
  1. If you suspect the athlete has sustained a head, neck or back injury, remember not to move the athlete. Exception: A non-breathing, face down athlete.
  2. Ice and elevate new injuries
  3. Never put any type of heat on a new injury

## TURBULENT WEATHER

Coaches of all sports must be acutely aware of the potential for turbulent weather. If at any time the weather becomes threatening due to lightning, hail, etc., a coach is to immediately move all athletes to safe areas until the weather clears. For guidelines concerning Heat index warning, Cold Weather policy, and Lightning, please refer to Weather policies for details.

**\*\*If at all possible, cancellations should be made by 2:00 pm to avoid unnecessary travel.**

### Trainer

DC Andrews  
Cell: 602-225-3673  
Office: 817-202-1692  
[dandrew@c-isd.com](mailto:dandrew@c-isd.com)

### Trainer

Meaghan Williams  
Cell: 772-262-4259  
Office: 817-202-1690  
[meaghan.williams@outlook.com](mailto:meaghan.williams@outlook.com)

## CISD HEAT POLICY

### *Key Terms and Definitions*

#### ***Heat Cramps:***

Heat cramps are muscular pain and spasm due to heavy exertion and dehydration. Heat cramps usually involve the abdominal muscles or legs, and it is generally thought that dehydration is the cause.

#### ***Heat Exhaustion:***

Heat exhaustion typically occurs when people exercise heavily or work in a warm, humid environment where body fluids are lost through heavy sweating. Fluid loss causes blood flow to decrease in the vital organs, resulting in a form of shock.

#### ***Heat Stroke:***

Heat stroke is life threatening. The victim's temperature-control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly. Any heat stroke victim must be quickly cooled and referred for advanced medical attention.

#### ***Dehydration:***

When fluid loss exceeds fluid intake -

#### **Effects of Dehydration:**

- Dehydration can affect an athlete's performance in less than an hour of exercise—sooner if the athlete begins the session dehydrated
- Dehydration of just 1%-2% of body weight (only 1.5-3 lbs. for a 150lb. athlete) can negatively influence performance
- Dehydration of greater than 3% of body weight increases an athlete's risk of heat illness (heat cramps, heat exhaustion, heat stroke)

#### **Warning Signs of Dehydration:** Recognize the basic signs of dehydration

- Thirst
- Irritability
- Headache
- Weakness
- Dizziness
- Cramps
- Nausea
- Decreased performance

### **Section I – Chain of Command**

- The following chain of command will occur:
- Notification of temperature: High School
  - **Staff Athletic Trainers will obtain weather report from Perry Weather Service or National Weather service ([www.noaa.gov](http://www.noaa.gov)) by 9:00 am each morning for morning workouts. The Head Coach will be given the weather report by 9:30 am each morning.**
  - A second report will be taken at 1:00pm for the afternoon workout. The Head Coach will receive the report at 1:30 pm.
  - The temperature of the day will dictate which protocol will be followed.
  - Daily temperature reports will be on file in Athletic Trainer's office.
- Notification of temperature: Middle School



- The Athletic Trainer will obtain a weather report from the Perry Weather Service or the National Weather Service.
- Report will be given to the Middle School Coordinators to notify the coaching staff of the day's temperature.
- The Middle School Coaches will then set the practices per policy.
- Weather reports are not required on days where the temperature falls between 45 degrees and 90 degrees.

### **Enforcement of Policies:**

- Head Coach/Staff Athletic Trainers will monitor time of exposure.
- Staff Athletic Trainers will report any violations to the Athletic Director
- Violation of policies will be reported to the Athletic Director in writing.
- Athletic Director will meet with Head Coach.

## **Section II**

### **Specific heat conditions will determine activity restrictions during practice according to the following:**

The following are guidelines for coaches and trainers to help prevent heat related illnesses and emergencies. These guidelines should be strictly followed; failure to do so could result in serious illness or death.

### **To decrease the risk of heat illness/emergencies:**

- **Gradually Acclimatize Athletes**-get them accustomed to working out in the heat.  
For example:  
Football-the first 3-4 practices should be in shorts, the next 2-3 in shells, and then proceed to full pads.  
Cross Country-these athletes MUST be monitored closely at all times. Running distances should be increased gradually. Monitor weather conditions closely with Staff Athletic Trainers as outlined below.  
Volleyball and Basketball (indoor sports)-coaches should be aware that heat problems could occur indoors if the athletes are not properly hydrated. If the indoor sports coaches choose to practice outdoors, they should be aware of the weather conditions. These athletes will not be accustomed to the heat outdoors. They MUST be monitored very closely and water should be readily available. The first 3-4 practices (indoors or out) should not be overly strenuous.  
Soccer, Track, Tennis, Baseball and Softball-the first 3-4 practices should not be overly strenuous. Overuse/friction injuries will be dramatically decreased in these sports if these athletes start workouts at 50% and ease up to a full 100%. This usually takes two to three weeks for track athletes.  
Golf-weather conditions need to be monitored daily.
- **Identify Susceptible Athletes**-those athletes who are obese or have a larger muscle mass tend to have more heat related problems. Keep a close eye on these athletes.
- **Uniforms**-use lightweight, breathable jerseys/pants in hot weather months. Watch for athletes wearing unnecessary extra clothing.
- **Allow Fluid Replacement**-Athletes should have unlimited access to cold water at all times. DO NOT RESTRICT WATER AS A FORM OF MOTIVATION!
- **Encourage a Good Diet**-Athletes MUST eat lunch to workout in extreme heat. Fat intake should be somewhat decreased. Salt intake can be slightly increased. Athletes should stay away from carbonated beverages in season.
- **Trainers will have necessary supplies on the field/court for hydration and cooling of the athletes.**
- **Alter Practice Schedule According to Temperature/Humidity/Heat Index Readings**-We will use instrumentation at the campus level in conjunction with the national weather service to determine what precautions need to be taken. Practices may be altered according to the following conditions:

**Temperature is between 90 – 99 and/or a heat index below 109**

**Football** – Athletes will receive a 5-minute break every 30 minutes with water available. Athletes should be closely monitored. Removal of helmets will be allowed during breaks or instructional non-contact drills.

**Cross Country/Track** – Athletes will receive a 5-minute break every 30 minutes with water available. Athletes are to be monitored closely.

**Baseball/Softball/Soccer/Tennis/Golf** – Athletes will receive a 5-minute break every 30 minutes with water available. Athletes are to be monitored closely.

**Off-season programs** – 45 minutes total heat exposure with 1 water break.

**Indoor sports** – Coaches must have athletic trainer's approval to practice outside.

### **Temperature is between 100 – 102 and/or a heat index below 109**

**Football** – Athletes will be in shorts/shoulder pads/helmets. Athletes will receive a 5-minute break every 30 minutes with water available. Athletes should be closely monitored. Helmets will be allowed to be removed during breaks or instructional non-contact drills. Practice will not exceed 2 hours of total exposure. **Middle school football must be in shorts and helmets only.**

**Cross Country/Track** – Athletes will not be allowed to run off campus (coach must not lose eyesight). Athletes will receive a 5-minute break every 30 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 2 hours of total exposure.

**Baseball/Softball/Soccer/Tennis/Golf** – Athletes will receive a 5-minute break every 30 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 2 hours of total exposure.

**Off-season programs** – 45 minutes total heat exposure with 2 water breaks

**Indoor sports** – No outside practices.

### **Temperature is between 102 – 105 and/or a heat index is between 110-115**

**Middle schools** – All outdoor practices limited to 1 hour with 2 water breaks of 5 minutes. Shorts and T-shirts only allowed.

**Football** – Athletes will be in shorts, T-shirts, and helmets only Athletes will receive a 5-minute break every 20 minutes with water available. Athletes should be closely monitored. Practice will not exceed 1.5 hours of total exposure.

**Cross Country/Track** – Athletes will not be allowed to run off campus. Coach must not lose eyesight of any athlete. Athletes will receive a 5-minute break every 20 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 1.5 hours of total exposure.

**Baseball/Softball/Soccer/Tennis/Golf** – Athletes will receive a 5-minute break every 20 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 1.5 hours of total exposure.

**Off-season programs** – 30 minutes total heat exposure with 1 water break

**Indoor sports** – No outside practices.

### **Temperature is greater than 105 and/or a heat index is greater than 115**

**NO OUTDOOR PRACTICES**

## CISD COLD WEATHER POLICY

### **Cold Exposure:**

- Breathing of cold air can trigger asthma attack
- Coughing, chest tightness, burning sensation in throat and nasal passage
- Reduction of strength, power, endurance, and aerobic capacity
- Core body temperature reduction, causing reduction of motor output

### **Cold Recognition:**

- Shivering, a means for the body to generate heat
- Excessive shivering contributes to fatigue, loss of motor skills
- Numbness and pain in fingers, toes, ears, and exposed facial tissue
- Drop in core temperature; athlete exhibits sluggishness, slowed speech, disoriented

### **SECTION I - Chain of Command:**

The following chain of command will occur:

#### **Notification of temperature: High School**

- Staff Athletic Trainers will obtain weather report from the Perry Weather Service or National Weather service at 9:00am each morning for morning workouts.
- The weather report will be given to the Head Coach by 9:30 am.
- A second report will be taken at 1:00pm for afternoon workouts.
- The weather report will be given to the Head Coach by 1:30 pm.
- The temperature of the day will dictate which protocol will be followed.
- Daily temperature reports will be on file in Athletic Trainer's office.
  
- Notification of temperature: Middle School
  - The District Athletic Trainer will obtain a weather report from the Perry Weather Service or the National Weather Service.
  - Report will be given to the Middle School Coordinators to notify the coaching staff of the day's temperature.
  - The Middle School Coaches will then set the practices per policy.
  - Weather reports are not required on days where the temperature falls between 45 degrees and 90 degrees.

#### **Enforcement of Policies:**

- Head Coach/Staff Athletic Trainer will monitor time of exposure.
- Staff Athletic Trainers will report any violations to the Athletic Director
- Violation of policies will be reported to the Athletic Director in writing.
- Athletic Director will meet with Head Coach.

#### **Wind Chill Factor Between 35 - 32 degrees with rain:**

- 45 minutes exposure

#### **Wind Chill Factor 32 Degree or below with rain:**

- All practices will be inside (**In-season sports or playoff teams will have top priority**)
- No outside exposure

#### **Wind Chill Factor between 25- 32 Degree (Dry):**

- 45 minutes of total exposure to chill factor

**Temperature under 32 and/ or Wind Chill Factor less than 25 degrees:**

- No outside practices
- All work must be inside

**Cold Policy—Games**

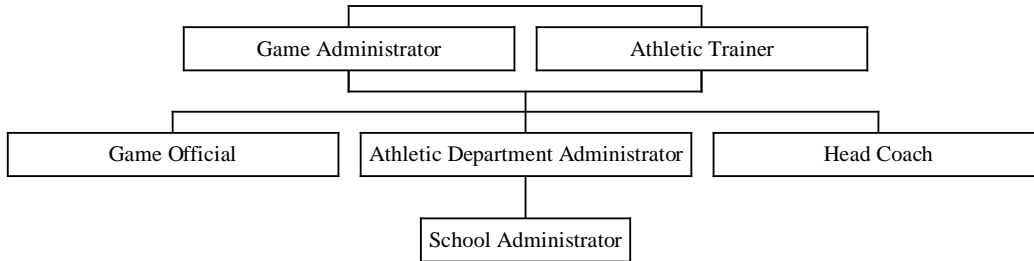
- Consult the UIL District rules and guidelines

**Cold Policy—Practice and Travel:**

- **School Day Cancellation— full day**
  - No travel or practice unless approved by the Athletic Director, Principal, and/or Designee.
- **School Day Early Dismissal—deteriorating weather conditions**
  - Athletic Director, Principal, and/or Designee must approve practice.
  - If approved, practices should be over at 5:00pm

## CISD LIGHTNING POLICY

### Section I: Chain of Command



The UIL Game Administrator and the Licensed Athletic Trainer will co-command the implementation of the lightning policy. Both the UIL Game Administrator and the Licensed Athletic Trainer can activate the safety plan by suspending an event.

The UIL Game Administrator assumes the responsibility as spokesperson to participating teams, school administrators, game officials, press box and news media.

### Section II: Designate a Weather Watcher

The Athletic Training Staff will actively obtain weather reports the day of the game and during the event. This information will be shared within the department and the Licensed Athletic Trainer will disseminate the information within the chain of command.

### Section III: Monitor Local Weather Forecasts

All representatives in the “Chain of Command” are required to monitor local weather forecast. The Athletic Trainers offices of Cleburne ISD are equipped with 24-hour passwords to allow the web access to the National Weather Service.

Be aware of the National Weather Service-issued (NWS) thunderstorm “watch” and “warning” as well as the signs of thunderstorms developing nearby.

A “**watch**” means conditions are favorable for severe weather to develop in an area.

A “**warning**” means that severe weather has been reported in an area and that everyone should take proper precautions.

### Section IV: Define and List Safe Location

Define and List safe locations for participating athletic teams.

#### Primary Location

Any building normally occupied or frequently used by people.

Example: Building with plumbing and/or electrical wiring that acts to electrically ground the structure.

Avoid using shower facilities for safe shelter and or do not use the showers plumbing facilities during thunderstorm.

## Secondary Location

In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety.

A vehicle is certainly better than remaining outdoors. It is **not** the rubber tires that make a vehicle a safe shelter, but the hard metal roof, which dissipates the lightning strike around the vehicle.

DO NOT TOUCH THE SIDES OF THE VEHICLE

## Section V: “50-30” Lightning Safety Rules:

Suspension and Resumption of Athletic Activities

### The “50-30” Lightning Safety Rules: Suspension of Play or Practice

To estimate the distance between you and a lightning flash, use the “**Flash to Bang**” method. The Flash to Bang method is the most reliable, easiest and most convenient way to estimate how far away lightning is occurring.

Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and its distance from the observer. Audible range of thunder is about 8-10 miles.

The premise upon which the Flash to Bang method is based is the fact that light travels faster than sound, which travels at a speed of approximately one mile every 5 seconds.

### How to use Flash to Bang

Count the number of seconds, once lightning is sighted, until the thunder (bang) is heard. Divide by 5 to obtain how far away (in miles) the lightning is occurring.

Example:

If an individual counts 15 seconds between seeing the flash and hearing the bang, 15 divided by five equals three; therefore, the lightning flash is approximately three miles away.

Play is suspended as Flash to Bang method reaches 50 seconds. This indicates the lightning is at the 10-mile range.

Lightning awareness should be increased with the first flash of lightning or the first clap of thunder, **no matter how far away**. This activity must be treated as a wakeup call to those monitoring inclement weather. The important aspect to monitor is how far away the lightning is occurring, and how fast the storm is approaching, relative to the distance to safer shelter.

**As a minimum, the National Severe Storm Laboratory (NLSS) and NCAA Committee on Competitive Safeguards and Medical Aspects of Sports strongly recommend that by the time the observer obtains a FLASH TO BANG count of 50 seconds, all individuals should have left the athletics site and reached a safe structure or location. Athletic events may need to be terminated.**

The existence of blue sky and the absence of rain are not protection from lightning. Lightning can and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.

### Beware

In large storms, the distance between successive lightning flashes was once thought to be 6 miles. Experts have revised that distance to 2-3 miles. That is just 10-15 seconds in the Flash to Bang count. Seeking shelter when the Flash to Bang count is less than 50 seconds may put you at risk, as the next successive lightning strike may be on you.

## Perry Weather Service

The **Perry Weather Service** will be used in addition to the “Flash to Bang” method of lightning monitoring in this lightning policy. The Licensed Athletic Trainer and designated coaches will receive real time text messages with lightning and severe storm alerts.

*Even though technology and instrumentation have proven to be effective, they cannot guarantee safety. The Perry Weather service will be used to enhance warning during the initial stages of the storm by detecting lightning in relation to the area of concern.*

## “50-30” Safety Rule: Resumption of Play

Resumption of play can continue only when lightning or thunder **has not** been detected for 30 minutes. Every time lightning or thunder is detected within the 30 minutes, **the clock restarts.**

## Speed of Texas Storms

A typical thunderstorm can travel up to 30 miles per hour. Experts believe 30 minutes allows for thunderstorms to be about ten to twelve miles from the area. This minimizes the probability of a nearby, and dangerous, lightning strike.

## Bolt out of the Blue

Evidence of blue sky in the local area, or a lack of rainfall is not an adequate reason to breach the thirty-minute return to play rule. Lightning can strike far from where it is raining, even when the clouds begin to clear and show evidence of blue sky.

## (Table 3) The “50-30” Rule

Criteria for suspension of activities--

By the time Flash to Bang count approaches 50 seconds, all individuals should already be inside a safe shelter.

Criteria for resumption of activities--

Wait at least 30 minutes after the last sound (thunder) or observation of lightning before leaving the safe shelter to resume activities

## Section VI: Obligation to Warn

### Stadium Announcements

A public address announcement will be made to the spectators of the immediate danger and where to relocate for safety.

## Section VII: First Aid

- People who have been struck by lightning do not carry an electrical charge. Therefore, the first responder is safe to begin first aid procedures. When possible move the victim to a safe area.
- Activate EMS as soon as possible and remember that lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt first aid and CPR has been highly effective for the survival of lightning strikes.

## Section VIII: Safety Position without shelter

- Kneeling fetal position with hands covering ears
- Feet must be together
- Make yourself as close to the ground as possible

## **INFECTIOUS DISEASES AND BLOODBORNE PATHOGENS**

### **Introduction**

The transmission of infectious diseases through blood and bodily fluids includes the HIV and Hepatitis B and D viruses. Through participation in athletics and the treatment of athletic injuries, participant, trainers, and coaches are involved with and introduced to contact with blood and body fluids. The Hepatitis B illness accounts for more than 10,000 hospital admissions per year. It is also the ninth leading cause of death worldwide. More than 200 million people are chronic carriers of the Hepatitis B virus. The Hepatitis B virus is often linked to HIV, the virus that causes AIDS. The Hepatitis B virus is far more widespread throughout the world and is 300 times more contagious than HIV. It is estimated that 5,000 people worldwide are infected daily with the HIV virus.

### **Action plan**

It is imperative that procedures for properly discarding body fluids during athletic contests and practices be followed specifically and completely. If a player vomits or secretes any body fluids such as blood due to injury onto the playing surface, it is the responsibility of the coach to recognize the situation and to stop play.

The following steps must be followed:

- The coach should approach the officials and explain the situation.
- The coach should then notify a custodian or athletic trainer for the appropriate disposal of the body fluids. Waste materials must be discarded into a “Bio-Hazard” trash bag and placed into an “Infectious Waste” basket in compliance with OSHA standards. Each campus has these items.
- The administrator on duty should be notified to insure that all steps are followed appropriately and to secure custodial help.

### **Caring for Athletes**

All coaches and trainers should consistently use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood/body fluids of any athlete is anticipated. Gloves should be worn for touching blood/body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids. Vomit is considered a body fluid. Gloves must be changed after contact with each athlete. Masks and protective wear or face shields should be worn by trainers during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. All trainers should wear gowns and aprons during procedures that are likely to generate splashes of blood or other body fluids. Hand and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or body fluids. Hands should be washed immediately after gloves are removed. Instruments used for treating open wounds must be cleaned and disinfected before and after use. Coaches and trainers who have open sores/wounds or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.

### **Other**

- Needles and other sharp objects must be disposed of in a “Bio-Hazard Sharps Container.”
- For large spills of body fluids, a cleanup kit with *Quatex II* should be used according to kit instructions.



## LEGAL ISSUES

### Vocabulary, Cautions and Considerations related to Athletic Practices

Negligence is the failure to exercise reasonable care in the execution of assigned duties. Generally, negligence allegations cite commission of a hazardous act or omission of reasonable care (failure to act) in the performance of supervisory responsibility. To examine this concept more completely, several terms and principles are important:

- **Accident** – An unpredictable and uncontrollable set of circumstances that cause loss or harm without negligence or carelessness by supervisors. For legal purposes an accident is also called an Act of God; a set of circumstances beyond control (e.g. an earthquake).
- **Assumption of Risk** – A traditional defense against negligence allegations. A player accepts some risk by participation in the athletic programs of their free will. This defense is no longer widely accepted as a mitigating circumstance.
- **Attractive Nuisance** – Equipment of facilities that are naturally appealing to young people but when unsupervised are also inherently dangerous (e.g. an unlocked and unsupervised swim pool, weight room or gymnasium).
- **Breach of Duty** – Failure of a supervisor to carry out a responsibility or action that results in injury or loss.
- **Commission** – Reference to an unsafe act that resulted in injury or loss (e.g. players suffered heat stroke when the coach committed an unsafe act by requiring the football team to run wind sprints in full equipment for 30 minutes in high temperatures and humidity).
- **Comparative Negligence** – A provision of law that attributes a percentage of responsibility to the plaintiff and/or the defendant in determination of liability for injury or loss.
- **Contributory Negligence** – Behavior on the part of the injured individual that contributed to an injurious event.
- **Duty** – An obligation or responsibility (e.g. coaches have duty to maintain a hazard free practice and competitive environment by conducting regular inspections).
- **Foreseeability** – An identifiable physical condition or hazardous practice that could lead to harm or loss (e.g. it is foreseeable that athletes could be injured when playing soccer on fields that have deep ruts).
- **Liability** – An obligation to compensate for damages or loss.
- **Omission** – Failure to perform a duty or responsibility that resulted in injury or loss. (Coach leaves athletes alone in a gym. Failure to supervise results in horseplay by athletes that causes a serious injury).
- **Proximate Cause** – The primary cause of an injury or loss. (A player is struck by a car and injured while crossing the street to practice). Several factors will be considered as the potential proximate cause. These include the player's actions, the driver's condition or the condition of the automobile, weather/visibility, directions given to the player by the coach and the age of the player.
- **Prudent Professionalism** – A risk management strategy that required an *ongoing, proactive* effort by coaches and athletics administrators to develop and implement plans designed to reduce or transfer the hazards and risks inherent in an athletics program.
- **Rage to sue** – An anger level that may develop when a coach's aloof, condescending or uncaring attitude is coupled with a breach of one or more duties.
- **Respondent Superior** – The negligence of a coach may be imputed to a supervisor who may also be held accountable for such negligence when it is determined that the coach's failure to act or the actions of a coach contributed to an injury or loss. The employer is not responsible for an employee who operates outside the scope of employment.
- **Safe Place** – Several states have adopted legislation that requires higher levels of inspection and scrutiny in creating safe environments for spectator or other large group activities.
- **Trained Professional** – An individual who has developed special knowledge, skills and insights about a particular profession that are not shared widely by the general population.
- **Violent Recklessness** – An emerging concept that alleges failure of a coach or athletic administrator to control the unthinking and violent actions of an athlete or to supervise spectators so as to prevent violent confrontations during and after a contest.

## **FOURTEEN DUTIES RELATED TO NEGLIGENCE LITIGATION**

Several obligations or duties have been identified as absolute requirements for coaches and athletic program administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.

1. **Duty to Plan** – This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses and to develop responsive strategies that prevent or reduce injury or loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be committed to paper and should be rigorously implemented unless dangerous conditions prevent implementation. Plans and policies should be retained in safe storage. Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.
2. **Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibilities also pertain to athletic administrators who are expected to be able to supervise coaching staff members competently. In addition, athletic administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.
3. **Duty to Assess Athletes Readiness For Practice and Competition** – Athletic administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. Athletes must be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g. equipment, emergency response, etc.). A new area of concern that may grow from this duty is the difficulty of assessing the readiness of handicapped children who are referred for practice and competition under the Americans With Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multi-disciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.
4. **Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective equipment or hazardous environments. Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment, or disallow athlete's access. In addition, weather condition must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.
5. **Duty to Provide Proper Equipment** – Coaches and athletic administrators must ensure athletes are properly equipped with clean durable and safe equipment. This is especially important for protective equipment that must carry a National Operating Commission on Safety in Athletic Equipment (NOCSAE) certification and must be checked for proper fit and wear. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.

6. **Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability. Instruction must move from simple to complex and unknown to known. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe technique and must include warnings about unsafe techniques and prohibited practices.
7. **Duty to Match Athletes** – Athletes should be matched with consideration for maturity, skill, age, size and speed. Mismatches should be avoided in all categories.
8. **Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning, regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to weather, maturation and readiness factors.
9. **Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of warnings to players and parents are recommended.
10. **Duty to Ensure Athletes Are Covered By Injury Insurance** – Athletic administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. **Duty to Provide Emergency Care** – Coaches are expected to be able to administer approved, prioritized, standard first aid procedures in response to a range of traumatic injuries.
12. **Duty to Develop an Emergency Response Plan** – Athletic Administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to: ensure access to a stocked first aid kit, spine board and other emergency response equipment; access to a telephone; ensure a timely call to EMS; to expedite rapid access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.
13. **Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowable if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out of town competition, scrimmage or practice.
14. **Duty to Select, Train and Supervise Coaches** – Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of 13 duties.

## Elements to Prove Negligence

In order to prove negligence, a plaintiff must demonstrate tangible injury and or loss and prove that the supervisor(s) of an activity or program:

- Had a duty that was not fulfilled
- Breached (failed to perform) the duty through commission of a dangerous act or omission of a required supervisory responsibility.
- Was the proximate cause of an injury
- Caused actual loss or damage

## Defenses against Negligence Litigation

- A defendant had no supervisory responsibility for the circumstances related to the loss.
- Public policy may exempt a school supervisor from litigation or damages through enactment of immunity legislation.
- The primary (proximate) cause of injury or loss cannot be directly attributed to the duties or performance of a supervisor.
- The injury resulted from an unforeseeable event or factor. (No negligence)
- The injured player accepts (assumes) a certain degree of risk by participating in sports programs. (Less valid as a modern defense)
- The athlete contributed totally or partially to his/her injury by ignoring prohibited actions or engaging in actions that were identified as dangerous.

# SECTION V

## CISD PROCEDURES

- BEFORE SEASON PAPERWORK
- ATHLETIC EQUIPMENT AND FACILITIES
- GAME SCHEDULING AND SITES
- TOURNAMENTS
- TRANSPORTATION
- EXTENDED PLAY PROCEDURES
- ATHLETIC WEBSITE GUIDELINES
- GAME ADMINISTRATION
- END OF YEAR CAMPUS DATA
- SUMMER PROCEDURES
- BOOSTER CLUB
- COACHES RIEMBURSEMENT
- HELPFUL HINTS

## **BEFORE SEASON PAPERWORK**

- 1) UIL Eligibility form
  - A. Individual Varsity Sport Eligibility Form –  
(<http://www.uiltexas.org/files/athletics/forms/individual-sport-eligibility15-16.pdf>)
  - B. Varsity Team Sport Eligibility Form –  
([http://www.uiltexas.org/files/athletics/forms/varsity-team-sport-eligibility\\_2015-16.pdf](http://www.uiltexas.org/files/athletics/forms/varsity-team-sport-eligibility_2015-16.pdf))
  
- 2) Previous Athletic Participation Form (PAPF)
  - A. Eligibility Questionnaire –
  - B. Process for PAP form flow chart –
  - C. **PAP form – make sure that you go to the UIL website below to get the updated version –**  
([http://www.uiltexas.org/files/athletics/forms/PAPF\\_and\\_Elig\\_Quest2015.pdf](http://www.uiltexas.org/files/athletics/forms/PAPF_and_Elig_Quest2015.pdf))
  
- 3) **Enter ALL Practice and Game schedules into School Dude for facility usage this includes (gyms, fields, courts)**
  
- 4) Rank one instructions
  - A. Website: [www.RankOneSport.com](http://www.RankOneSport.com)
  
- 5) **REMINDER** –**ALL** CISD Athletic Facilities **CAN NOT** be used as an auction item for private groups

## ATHLETIC EQUIPMENT AND FACILITIES

### Purchasing New Equipment

- All new equipment shall be purchased by the Athletic Department on a basis compatible with the best interests of the CISD, and in accordance with purchasing procedures established by Board policy.
- **No purchase is to be made without prior written request and approved purchase order issued by the Athletic Directors Office. This is a violation of CISD Board Policy. Unauthorized expenses become the responsibility of the coach and the vendor who incurs the expense.**

### Purchasing procedures for new equipment:

1. Each coach will be provided with a vendor list. In the event you cannot find the needed items from the vendor an approved list, you may purchase from a cooperative purchasing program. All of which must be approved by the Athletic Director.
2. Create a list of items you would like to purchase and send it to a minimum of (3) three vendors.
3. After all bids have been received and you have determined who won each bid, fill out a requisition form with the list items you want from each vendor. Email the completed requisition form and all bids to the Athletic Director for approval.
4. After the purchase orders have printed, the Middle School Coordinators or Head coach will receive a scanned copy from the Athletic Office. The Head coach will send a copy to the vendor. When all equipment has been received, the Head coach will email the Athletic Director and his secretary Alice Parker to release payment. **Purchase order number must be included in email.**

### Budget & Inventory

1. The budget worksheet is available on the intranet.
2. This spreadsheet will keep a running total on inventory, general supply, transportation, & fees/dues.
3. This will be printed off at the end of the year and given to the Athletic Director.

### Uniforms

1. All uniform purchases must have approval of the Athletic Director.
2. All uniforms must have official school colors and meet UIL standards.
3. Uniforms must be purchased on a rotating schedule as approved by the Athletic Director.
4. Official school colors:

#### **High School:**

Vegas Gold, Black, White

#### **Middle Schools:**

Vegas gold, Black, White

### **Issuing Athletic Equipment**

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

1. **The Head Coach will be responsible** for seeing that all equipment is numbered when received by the department prior to the equipment issue by members of the coaching staff.
2. **Coaches should keep accurate** equipment checkout records throughout the year.
3. **Coaches should carefully consider the selection** of all student equipment managers and thoroughly explain their duties. These individuals are the key to equipment control and maintenance.
4. **The head coach**, although he/she may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the security of the athletic equipment issued to all team personnel. The coach who issues equipment must have the knowledge required to ensure proper fitting of equipment.
5. **Players are to be instructed** in the proper use, care (washing) and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
6. **Athletes will be responsible** for all equipment issued to them. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
7. **Periodically, coaches shall inspect equipment** and facilities during the season.
  - a) Helmets, bats, nets, supporting poles, etc. may break or deteriorate and become unsafe during the course of the year.
  - b) Deactivate unsafe or defective equipment.
  - c) Facility hazards should be reported to the Athletic Director immediately.
8. **All general equipment used by more than one sport** (video equipment, pylons, etc.) will be stored in a specific area. Always return equipment to this area promptly for others to use.

### **Use of Athletic Equipment and Facilities**

It is important to emphasize to all athletes their responsibility to take care of school equipment and facilities and to report any abuses to their coach or the athletic administrator. Replacing equipment and repair to facilities can only result in a loss of funding that could be used elsewhere in the athletic program. **Coaches must enter all practices and game schedules into school dude**

1. **Athletic Department issued equipment** is to be worn only during practice sessions and interscholastic contests, or by permission of coaches. At no time are athletes to wear school-issued equipment or uniforms for:
  - a) Work or Job
  - b) Socially
  - c) School Wear
2. **School district athletic equipment** will not be loaned to outside groups except with the approval of the Athletic Director in unusual circumstances.
  - a) Approval will be received through the office of the Athletic Director who will notify in writing each time this occurs.
  - b) For liability reasons, use of school equipment by non-school groups should not occur
3. **Facilities**
  - a) Coaches must enter all practices and game schedules into school dude
  - b) The CISD Athletic Office will keep a facilities schedule.
  - c) Head coaches in each sport will meet with the athletic administrator prior to the start of the season for the purpose of scheduling facilities in an equitable manner.
  - d) Coaches will maintain facilities in partnership with the CISD Maintenance Department
  - e) **CISD Athletic Facilities CAN NOT be used as an auction item for private groups**



### **Collection and Storage of Athletic Equipment**

Coaches are responsible for collecting all equipment that is issued to players during the year. When equipment is collected immediately after the season, more of it is returned with less effort. In fact, coaches are encouraged to collect uniforms and other equipment on the day of, and directly after their last contest.

1. **The head coach shall supervise the collection**, inventory and storage of all the equipment within his/her sports program.
2. **As athletes turn in their equipment**, it should be checked off his/her equipment card noting the condition of all returned equipment.
3. **If any equipment is lost or has abnormal usage**, the athlete will be charged replacement costs.
  - a) The coach shall inform each athlete he/she will not receive any athletic awards until all financial obligations are met.
  - b) A list of players still delinquent at the end of the school year should be given to the building principal.
4. **Within two weeks after the season's end**, all equipment is to be collected, cleaned, inventoried and stored in the designated (central) storage area.
  - a) No equipment is to be discarded without the approval of the Athletic Director.
  - b) Any usable items discarded must go to the CISD warehouse for auction.
  - c) Any cloth goods, that are useable, must be discarded in a black trash bag.
  - d) Equipment to be repaired or reconditioned shall be marked appropriately
  - c) Make sure that all clothing equipment (game and practice uniform) is either laundered or dry-cleaned prior to storage.
5. **The head coach shall turn in his/her equipment inventory** with any outstanding player obligations and next year's budget request at the end of the year evaluation conference **two weeks after the last contest**.
  - a) In the inventory, the number of items, the description of the equipment, cost of the equipment when new, and the condition of the equipment should be listed. Number of discarded items must also be listed.
  - b) Equipment should be kept clean, repaired and in a secure area when not in use.

### **Off Season School Facility Use**

Open facilities (gym, fields, and courts) and weight room requirements:

1. All (gym, fields, courts) usage must be entered into school dude for approval
2. Participation is strictly voluntary
3. May not be a prerequisite for try-outs for a team
4. Attendance records cannot be taken
5. Coaches may be present only to supervise facilities and equipment.
6. Weight lifting instruction is permitted and progress charts may be taken.
7. Dates and times must be publicized, announced, and posted.
8. Rules for participation must be posted.
9. Students with a CISD ID may attend open gym/facilities.

## GAME SCHEDULING AND SITES

### Rules and Regulations

Scheduling of all high school district games will be assigned as approved by the District Executive Committee. Any changes to the district schedule must be approved by the Athletic Director and DEC. The head coach of each sport will schedule all pre-season games after a discussion with the Athletic Director. The locations of all game sites must be submitted, on the schedule, to the athletic director's office prior to the beginning of the season. **All (gym, fields, courts) usage must be entered into school dude for approval.**

The scheduling of all middle school games will originate from the Athletic Office. The Athletic Department will select the sites and times for athletic events.

In the event that circumstances necessitate a change in the approved game schedule, the head coach is responsible for notifying the Athletic Director, the building principal, the athletic trainers, the visiting coach, game officials, media, players, parents, and other persons relative to the smooth operation of the event.

Upon schedule approval by the Athletic Director, prospective overnight trips must be submitted in writing. The head coach needs to have in place an itinerary, cost, and reasonable justification for travel. (i.e. location of tournament or meet will be site of playoff games / competition experienced at tournament prepares team or player for advance competition.

When scheduling games, the coach must consider the following factors:

1. All (gym, fields, courts) usage must be entered into school dude for approval
2. Financial responsibility to the district
3. Safety and travel of the fans
4. Competitiveness
5. Fan interest

If a coach is in the second year of a verbal two-year agreement and the coach wants to cancel the game, he/she must have the approval of the Athletic Director.

## **TOURNAMENTS**

1. UIL Guidelines apply
2. Entry Fees - CISD Athletic Department will have a set budget for tournament entry fees. Any fees exceeding this amount will be paid out of the booster club.
3. Procedures for Hosting a Tournament - Approval for hosting a tournament must start with the Athletic Director. This approval form will be a plan for the following: finances, game times, dates, security, approval of Principal, trainers, game administrators, size of tournament, and loss of school time. The head coach must fill out the tournament approval form one year prior to the tournament and submit to the Athletic Director. Upon the conclusion of CISD hosted tournaments, the head coach must submit the final report to the Athletic Director.

**CISD HOSTED TOURNEMANT / MEET APPROVAL**

<b>SCHOOL</b>	<b>SPORT</b>	<b>LEVEL</b>
<b>DATE</b>	<b>ENTRY FEE</b>	<b>GATE PRICE</b>

<b>FACILITIES (FIELDS / GYMS)</b>
-----------------------------------

It is the responsibility of the coach to plan and confirm the following:

1. Secure Officials – verify pay and travel prior to the tournament in accordance to the C&CR
2. Make sure there are no other conflicts with facilities being utilized for competition.
3. Make the building principal aware of days and times other schools will be on campus.
4. Secure a safe travel plan if using multiple venues.
5. Have a bad weather plan
6. Plan and secure event workers and concession workers.
7. Sport’s booster club is responsible for paying all workers and officials in a timely manner.
8. Upon approval of the tournament bracket, the bracket must be submitted to the Athletic Director.
9. After the meet or tournament is completed, a financial report will be turned into the Athletic Director.

<b>COACH’S SIGNATURE</b>	<b>DATE</b>
<b>CC SIGNATURE</b>	<b>DATE</b>
<b>AD SIGNATURE</b>	<b>DATE</b>

SPORT



SCHOOL



2) 3) 4) 5) 6) 7) 8)

10) 11) 12) 13) 14) 15) 16)

23)

## TRANSPORTATION

### General Transportation Policy

The Cleburne Independent School District will provide transportation for all players, personnel and coaches of athletic teams in authorized school vehicles when a contest has been scheduled at an opponent's facility. All overnight trips must be approved by the superintendent's office.

### Procedures for Transportation

1. **The Head Coach or designee will be responsible** for making transportation arrangements for their athletic team.
2. The head coach or coach in charge of a lower level team shall submit to the head coach of the program, three weeks prior to the start of the season a schedule listing the departure and estimated return time for all away contests.
3. If the coach does not receive confirmation prior to the contest, he/she should immediately contact Terry Wade verify trip arrangements.
4. Any changes in the departure time or circumstances of the trip an email needs to be send to David Walker and Terry Wade, also cc the athletic director.
5. All subsequent trip requests are to be made to the transportation office 30 days prior to the date of the trip or the morning following contest cancellation/postponement or tournament advancement.
6. In the event of a cancellation due to weather on a weekend, an email needs to be send to David Walker and Terry Wade, also cc the athletic director.
7. All team members will ride to event in CISD approved vehicle (all together / not drive cars).

### Bus Requests Procedures

Fill out the CISD Transportation Forms

1. CISD Requisition Form
2. Transportation Schedule Request
3. Transportation Request – **Must be filled out 10 day prior to trip**
4. CISD Pre-Travel Cost Estimation Form (**overnight travel only**)
5. CISD Travel Advance Withholding Authorization (**overnight travel only**)
6. CISD Travel Advance Guidelines (**overnight travel only**)
7. CISD Statement of Expense Form (**overnight travel only**)

**Travel Releases are Required**

Under certain circumstances or exceptional situations where it creates an inconvenience to the family, athletes may be excused from riding either to or from an athletic event on school authorized transportation. Extension of this privilege is to be kept to a minimum. All parents and athletes will sign travel release forms. The athletes will be released to the parent(s) (designated adult-immediate family members) by the coach upon presentation of a copy of the approved travel release at the contest.

**In no cases will an athlete be allowed to ride home with a student.**

**Procedures Relative to the Use of School Buses**

1. A minimum of two (2) coaches must accompany the bus when a large squad is traveling by bus.
2. A first aid kit must be taken on all athletic trips and must contain the “Emergency Medical Forms” for each athlete.
3. The coach will assume all responsibility for conduct and discipline on the bus and will cooperate with the driver who has ultimate responsibility.
4. All athletes should be instructed to be at the assembly point 15 minutes prior to the designated departure time.
5. Athletes who miss the bus and arrive at the contest later shall not be permitted to participate unless unusual circumstances have arisen. The coach needs to report this to the Athletic Director.
6. No food or drink is permitted on the bus unless the driver has given prior approval. In the event approval has been granted, the coach is responsible to ensure that the bus is litter free.
7. All students are expected to dress appropriately in school colors for all athletic events when representing Cleburne Independent School District.
8. All participants are expected to conduct themselves in an appropriate manner at all times on activity trips. Foul language or obscene actions will not be tolerated. Gambling in any form will not be allowed.
9. When a bus is chaperoned by only one coach, he/she should position him/herself near the center of the bus. Whenever two or more coaches are on the bus, one coach should sit in the rear to eliminate horseplay.
10. Coach should have designated seating for males, females, and classification.
11. Only assigned personnel may ride on school transportation. Spectators, ineligible players or coaches’ family members are not permitted to ride.
12. Coaches are to instruct their athletes not to wear spikes or cleats inside school transportation.
13. Electronic devices, if permitted, used with headphones only.
14. The emergency door will only be used in case of emergency or unless authorized by the driver.
15. The coach will check with the driver to be sure that students have removed everything on the bus upon return to school.
16. The coach shall see to it that the locker room of the host school is left in a clean and orderly condition with no damage. Report any incidents involving team members to the athletic administrator as soon as possible.
17. All students shall return home on the same bus or vehicles in which they traveled to the contest(s). The only exceptions would be if they have secured a travel release, signed by the parent(s).
18. Coaches are to inspect the bus after each trip.

**Trip Cancellation**

When it is necessary to cancel a trip due to weather or road conditions, the decision will be made by the Director of Transportation and the Athletic Director. All parties concerned should be notified immediately if a decision to cancel is made. The Coach will have the final authority on the decision as to remaining at an opponent site or coming home because of weather conditions.

**Overnight Trips (High School Only)****Form Letter**

The coach of any team making an overnight trip (or a trip of longer duration), must forward a form letter to parents of the players involved, and providing the following information:

1. Purpose of Trip
2. Date and time of departure
3. Date and estimated time of arrival home
4. Where team will be housed
5. How parents may contact players by telephone, fax or e-mail, in case of an emergency
6. Method of travel. If transportation is by private cars, include the names of adult drivers and the team members who will be riding in each of the cars.
7. Whether or not the school will defray all expenses of travel, board and lodging. If players must defray a portion of the aforementioned expenses, indicate the amount assessed each player.
8. The coach must also include at the bottom of this letter, or on a separate sheet of paper, a parental consent form granting permission for the student to go on the trip indicated.
9. Must also notify the parent that the student's luggage will be searched.
10. Signed permission slips must be returned to the coach, who in turn will submit them to the athletic administrator to be filed by the athletic office.

**Selecting a Hotel/Motel**

1. Consider the location in relation to the playing site.
2. The hotel/motel should be clean and comfortable.
3. Determine the price for four in a room, three in a room, etc. Request special rates.
4. Is it quiet, so athletes can get their sleep, or is it apt to be a "party" hotel (where large groups of fans may be staying, or a convention is going on, etc.)?

**Making Reservations**

1. Make them as early as possible. Give your name, your school and the school telephone number.
2. Make a note of the name of the individual you talked to and get a confirmation number.
3. Indicate the estimated time of arrival and guarantee the rooms, if necessary.
4. Make arrangements for billing,
5. Indicate your school's tax free number if you have one.
6. Submit a purchase order from your school as proof of status and, if possible, pay the bill with a school check. Determine exact amount of bill in advance, get in writing, fax, etc.
7. Determine check out time and plan accordingly. Is late checkout possible? If late checkout is necessary, perhaps you can hold only one or two rooms for late checkout.

**Checking In**

1. Give the hotel/motel a list of names, by room, as you have assigned them.
2. Study the room plan, and available rooms, and locate your chaperons accordingly. Request adjoining rooms.
3. Request keys, for your chaperons, for all rooms so room checks can be made.
4. Indicate the individual the hotel/motel should contact for approval of room expenses, in case of excessive noise from rooms, etc.
5. Check all rooms for any damage by previous occupants. Inform hotel/motel management of any deficiencies you find, prior to occupying the rooms.
6. Block pay-per-view television channels and long distance.



**During Your Stay**

1. Check with hotel/motel management to see if there are any problems with your athletes (better than accusations after the fact).
2. Use the keys you have to conduct room checks. **Be Seen.**
3. Remember, even if you have lost, the team housed next to you may have won and they want their sleep.
4. Team meeting when you arrive at Hotel. Make certain your athletes understand what is expected of them and that they abide by those rules.
5. Always have a chaperon in the hotel/motel when your athletes are on premises.
6. In no case should the athletes be left without adult supervision.

**Checking Out**

1. Settle all bills by the previously agreed method.
2. Make a final check to determine if your group has been associated with any problems.
3. Coaches check rooms.
4. Express your appreciation to hotel/motel management for their cooperation.

**Food Expenses**

1. The coach in charge will pay all team meals from cash advanced from the district athletic fund.
2. Meals will be limited to \$5.00 for breakfast, \$6.00 for lunch and \$6.00 for dinner per traveling member plus tip.
3. The Coach is expected to turn in all meal receipts and excess money to the Athletic Administrator immediately upon return to school. This must be done within 48 hours of returning from the trip.

## EXTENDED PLAY PROCEDURES

**THE HEAD COACH IS RESPONSIBLE FOR THE FOLLOWING ITEMS WHEN THEIR TEAMS MAKE THE PLAYOFFS.**

### The Head Coach will work with the Athletic Director to set up the:

1. **Game Site** – must contact the opponent and agree on the site.
2. **Officials** – must contact the opponent and agree.
3. **Game Workers** - determine what each school is providing and who is paying.
4. **Game Administrator** – select a game administrator to accompany team to handle the officials and crowd control if necessary.
5. **Ticket prices** – determine the ticket prices for students and adults and the passes accepted at the gate.
6. Make sure all paperwork is turned into the athletic office for payment of officials and workers. This must be filled out on a game report form.
7. **Travel roster.** **\*\* Any additional players brought up for extended play must receive approval from the Athletic Director \*\***

### The Head Coach will work with the trainers on each campus to set up the:

1. **An itinerary** must be completed with phone #'s & addresses and approved by the Athletic Director & principal (if you are leaving school early). This must be turned in with all requisition forms to the athletic office.
2. **Meal money for players and coaches.** A requisition form must be turned in with every athlete's name on it. This needs to include the # of breakfast, lunch, & dinners multiplied by the # of days. Student (\$5, \$6, \$6) the amount breakdown per meal.
3. **Set up mode of transportation** with school bus, charter, or rental vehicles. This must be written up on the requisition form and approved by Athletic Director.
4. **Hotel reservation** must be made in advance and written up on a requisition form. We are state tax exempt but do have to pay local taxes that most hotels charge. The requisition form must include a rooming list.
5. **Checks** for meal money and hotels will be cut prior to leaving.
6. **Bus or rental vehicles** will be billed to athletic department upon return, but all requisitions must be turned in ahead of departure.
7. **All meals are tax-exempt.** Take proper tax-exempt form to make sure this happens. Do not turn in meal receipts from Cleburne.
8. If student or coach goes over the allotted amount for meals, they must pay the difference.
9. Within **48 hours** of completion of the trip all receipts from the hotel and meals should be turned into the athletic office.

### The Head Coach must confirm the following:

1. Financial agreement with opponent and hosted site (facility fee, workers payment, official's payment, ticket prices, trophies, billing address, etc.)
2. All agreement information to the Athletic Office.

## **ATHLETIC WEBSITE GUIDELINES**

Cleburne Athletic Department website is found on the District's & corresponding school's home page. All website questions will be directed to the Assistant Athletic Director.

**All websites must comply with CISD website policies and guidelines.**

### **Schedules:**

Coaches are responsible for entering their schedule into RankOne software ([www.rankonesport.com](http://www.rankonesport.com)).

Coaches must obtain schedule approval from Athletic Director.

Head Coach is responsible for updating the website.

Athletic Office will post approved schedule to the public.

### **Sport Webpages:**

Each coach will be responsible for updating the scores and news on their sports webpage.

Scores must be entered by 8:00 am on the following day (enter on RankOneSport).

News must be current.

Pictures may be posted on the website. Only sports and practice pictures will be posted.

### **Student Technology:**

Student/athletes traveling to an athletic contest on a CISD bus, charter bus, or rental vehicle using technological devices will follow policy and procedures set forth by their Head Coach's team guidelines and respective Campus Principal.

Student/athletes representing CISD pre-game and post-game during an athletic contest using technological devices will follow policy and procedures set forth by their Head Coach's team guidelines and respective Campus Principal.

### **Game reporting:**

The coach will contact the varsity score to the print media at the completion of the contest. Each coach (middle and high school) will enter on the website the score of the game no later than 8:00 AM the following morning and submit the Requested Cleburne Times Review Paperwork to AJ Crisp @ [sports@trcle.com](mailto:sports@trcle.com)

All Varsity and Middle School game scores must be texted to the Campus Principal and the Athletic Director at the completion of the contest.

It is the responsibility of the Head Coach to promote his/her team by building a positive relationship with the media.

## UIL GAME ADMINISTRATORS

### Supervision at athletic events

In all UIL varsity athletic team contests, the home team shall appoint a UIL Game Administrator.

The game administrator should do the following:

1. Inform the officials where the game administrator will be seated.
2. Assist the officials if they need to discourage unsportsmanlike conduct of a fan, player or coach (such as removal from the gym).
3. Check with the officials after the game to see if there is any misconduct that needs to be reported.
4. Report incidents to the appropriate school administrator (home team or visitor).
5. 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.
6. Report to your duty an hour before game time.
7. Remain visible during games, be pro-active, and rely on other administrators and Cleburne police officers if necessary.
8. After-game supervision is essential (parking lots, foyers, etc.)
9. **Officials**
  - a) Meet prior to game, escort to and from officials locker room at halftime and at the end of game
10. Hosting Visiting Team
  - a) Escort to locker room, escort to bus after the game.
11. **Game Day Paperwork and Money**
  - a) Pick up tickets and paperwork from Athletic Office before game
  - b) Distribute, collect game worker paperwork from workers and officials
  - c) Check all paperwork and make sure it is complete
  - d) Return all game worker/official paperwork and money to the Athletic Office next business day
12. **Gate Management Procedures**
  - a) **ALL MONEY MUST BE MANAGED UNDER DUAL CONTROL**
  - b) The Gam Administrator will check out \$400 to manage gates at the high schools and the middle school coordinators will check out \$350. This money must be kept in a safe on your campus.
  - c) The game administrator will sign out the gate from the athletic office for each athletic event.
    - 1) The ticket seller and game administrator will count the start-up money together and initial that it is correct on the game form.
    - 2) The tickets will then be reconciled and money recounted at the end of the night by the seller and game administrator. The gate money will be sealed in a deposit bag with both signatures. The start-up money will be sealed separately and sealed with both signatures.
    - 3) The deposit bags will be placed in a safe.
  - d) The Game Administrator will log the gate for tracking purposes and review all paperwork.
  - e) When the gate is brought to the athletic office it must be logged in with Alice Parker.

## **END OF YEAR CAMPUS DATA**

### **DASHBOARD**

#### **Head Coaches / Middle School Coordinators**

At the conclusion of each sport season, the high school head coach and middle school coordinators must submit the end of the year campus data (dashboard) to the Assistant Athletic Director. The Assistant Athletic Director will compile all the high school and middle school data into one file and send to the Athletic Director.

### **SCORECARD**

The High School Campus Coordinators and Athletic Director will compile the data for the CISD scorecard.

## **SUMMER PROCEDURES**

### **Guidelines for Sports Camps**

Sports Camps must adhere to the following guidelines:

1. The Athletic Director must approve camps
2. All camp flyers must be turned into the Athletic Office by the first Monday in May
3. Adhere to all UIL rules pertaining to camps
4. **ATHLETIC DIRECTOR MUST APPROVE CAMP FEE**
5. Coaches must follow the GKD LOCAL policy on camp fees owed to CISD
6. CISD facility rental fees must be paid within one week after camp ends

### **Guidelines For Summer Strength & Conditioning**

Summer Strength & Conditioning must adhere to the following guidelines:

1. Plan for Summer Strength & Conditioning must be approved by the Athletic Director.  
(should include dates, times, sites, and workouts)
2. Summer Strength & Conditioning must adhere to all UIL rules.
3. Coaches must have a CISD Participation Physical Packet on file for all student/athletes who participate.
4. Strength & Conditioning may not be sports-specific. It is for general conditioning and athletic development.
5. All Head Coaches will work together to develop a plan that meets the needs of all student/athletes.

## **BOOSTER CLUB**

### **Guidelines**

The Booster Club at Cleburne Independent School District is a support extension for the entire athletic program. Parental participation in this Club is encouraged. The Club plays a significant role in helping to enrich the school's extracurricular activities.

The activities supported by the Booster Club are related to University Interscholastic League (UIL) activities. Since the UIL regulates and governs what UIL participants, sponsors, and coaches may and may not accept, it is very important club members are aware of these rules.

### **Each Head Coach is responsible for completing the following in regard to Booster Club:**

1. Secure the Athletic Director and Campus Principal's approval for all fundraisers
2. Communicate monthly with the Booster Club liaison for your sport
3. Appoint parent liaison to communicate Booster Club expectations for fundraisers
4. Expectation to fully support CABC fund raisers
5. Attend monthly meetings if requesting funds or in-charge for fundraiser
6. Follow procedures in regard to submitting Booster Club paperwork

## **COACHES REIMBURSEMENT**

### **General Information – Complete form within 48 hours of trip**

1. If the travel is a Clinic reimbursement, provide clinic brochure
  - a) If asking for registration, brochure must state cost
  - b) Name badge or receipt for clinic registration
  - c) Out of state travel requires prior approval.
  - d) Remember clinics are run through the government account but reimbursed by your Booster Club.
2. Employee must sign statement of expense form
3. Check will be a direct deposit to your bank account.
4. If middle school coaches are attending clinic under the Head Coach, must have approval of the head coach & Athletic Director
5. All scouting trips need to have the Athletic Director's approval (expenses & number of scouting teams going out)
6. The CFO reviews extended play and scouting reimbursements.
7. Remember all travel has final approval by the business office and becomes permanent records. Please provide neat and accurate documentation for your travel reimbursement for processing in a timely manner.

***All Required Travel Forms Should be filled out one month prior to departure for approval***



## COACHING HELPFUL HINTS

- I. Athletic period**
  - A. Utilize athletic period
  - B. Game day routine can be very beneficial
  - C. Communicate with athlete expectations for before or after school practices– (arrival, uniform, etc.)
- II. After School**
  - A. Athletes that do not go home after school must be monitored
  - B. Have a supervision schedule for your coaches
- III. Travel – bus, vans**
  - A. Check time bus can be picked up that morning
  - B. Coach has bus at school 20 minutes before departure time.
  - C. All athletes should be dressed as a team
  - D. Phones may only be used as a source of music.
  - E. Music cannot be played out loud
  - F. Noise level should be kept at a minimum
  - G. Athletes are to remain seated throughout the trip.
- IV. Before game**
  - A. Designate a time all your players go get dressed as a team
  - B. Teach your leaders what the behavior should be in the locker room - “Player Game Time”
- V. Halftime**
  - A. Clearly communicate expectations for your team
  - B. If possible take team away from fans (locker room preferred)
- VI. After game**
  - A. Collect all uniforms – uniforms last much longer when the coach is in charge of washing them
  - B. Coach checks dressing room after players have left for anything left behind
- VII. Athletes being picked up**
  - A. Athletes use cell phone to call parent 30 minutes away from reaching school.
  - B. Have one designated area that athletes are picked up all year.
  - C. At least one coach should stay and supervise athletes until they are all picked up.**
- VIII. Supporting other levels**
  - A. Have a plan how your teams will support each other
  - B. On away trips, your athletes should be required to sit together as a team and be supervised by a coach
- IX. Coaches’ Role during games**
  - A. Middle School and Sub-varsity games – at least 2 coaches on the bench
  - B. Varsity games – give your staff specific roles and assignments
- X. After Game**
  - A. Input results in rank one – all sports should also enter record (when it applies) and special recognitions under summary
  - B. Contact the media that night with results and email AJ Crisp @ [sports@trcle.com](mailto:sports@trcle.com) Fill out his requested Sports Report

**XI. Game Protocol**

- A. Check day before that all workers are assigned with Assistant Athletic Director
- B. Contact game administrator
- C. Make sure that head custodian has event notification
- D. Announcer - Follow UIL guidelines
- E. National Anthem (All Levels)
- F. Music – Head coach responsible for screening music
- G. Halftime performances – Communicate with principal and head coach of opposing team
- H. Senior Night
  - a) Should be limited to 10 minutes if prior to or during halftime of games
  - b) Big celebration should be saved for banquet

**XII. Parent meetings**

- A. Communicate date with principal, athletic director, booster club president, and all parents
- B. Prepare a meeting agenda to hand to parents
- C. Make the presentation positive
- D. Items that must be addressed:
  - a) CISD Participation packet (required forms to be completed online)
  - b) Team rules
  - c) Criteria for squad selection
  - d) Criteria for earning a letter / lettering policy
  - e) Sportsmanship expectations for athletes and fans
  - f) How and when to contact a coach regarding concerns and questions
  - g) CISD Athletic Code of Conduct / CISD Student Code of Conduct
  - h) CISD Dual Participation policy
  - i) Social media precautions
  - j) Inherent danger involved in the participation of athletics (duty to warn p.52)
  - k) Catastrophic injury can occur
  - l) CISD does carry insurance for athletes
  - m) Give web address of UIL sportsmanship manual
  - n) UIL/TEA Academic eligibility requirements
  - o) Game schedule
  - p) Schedule of practices (times, dates, etc.)
  - q) Schedules for practice sessions on Saturdays and holidays
  - r) Determinants of starting lineup and playing time
  - s) Procedures for reporting and attending to injuries
  - t) Transportation procedures and policies
  - u) Question and answer session
  - v) NCAA Eligibility requirements
  - w) Athletic website
  - x) Remind 101 procedures
  - y) All parents/guardians must sign form stating they have attended parent meeting and understand team rules/policies.