



HANDBOOK

2024-25

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## **DEPARTMENT OF ATHLETICS MISSION**

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

## **DEPARTMENT OF ATHLETICS VISION STATEMENT**

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



## **ATHLETICS DEPARTMENT**

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# ATHLETICS ADMINISTRATIVE ORGANIZATIONAL CHART 2024-2025

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## COACH'S/ PRINCIPAL'S CHECKLIST

1. All coaches must have a signed professional acknowledgment form on file in the school office.
2. It is required that a game administrator be designated for all athletic team contests.
3. All coaches must complete the online CCP (Coaches Compliance Program) yearly, as prescribed by the U.I.L.
4. All coaches must have a current CPR, AED, First-Aid certification and Concussion Management certification on file with their campus administrator and/or athletic coordinator. In addition to all certifications mentioned, all **first-year** coaches must complete the online **New Coaches Orientation Course** at their own expense.
5. **It is the school's responsibility to make sure that all students attending their school meet all the UIL and SAISD rules governing eligibility. It is the responsibility of each school to keep on file the required annual forms for each student who participates in any practice, scrimmage, or game (i.e. medical form, parent permission and acknowledgment of rules form, parent and student steroid notification form, PAPF, concussion acknowledgement form, and sudden cardiac arrest awareness form.**
6. All coaches must be teacher certified employees of the school district.
7. Head coaches in all sports need to verify that all athletes have a Student-Parent Athletic handbook signature page on file.
8. All coaches must have a current CPR, AED, First-Aid certification and Concussion Management certification on file with their campus administrator and/or athletic coordinator.
9. All first-year coaches must complete the online New Coaches Certification Course at their own expense.

**ALL REQUIRED PAPERWORK AND CERTIFICATIONS MUST BE COMPLETED AND TURNED IN BEFORE THE FIRST DAY OF PRACTICE OR THE FIRST DAY OF INSTRUCTION.**

## **SPORTSMANSHIP GOAL**

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

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

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

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

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

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

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

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

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

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

**\*\* SAISD WILL PARTICIPATE AND MEET THE REQUIREMENTS OF THE NEW TEXAS WAY INITIATIVE.**

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
ATHLETIC DEPARTMENT**

**PROCESS FOR DETERMINING UIL ELIGIBILITY**

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

**I. FALL ELIGIBILITY**

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

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

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

**II. RETAINING ELIGIBILITY [Please see the attached chart]**

**Eligibility Calendar - 2024/2025**

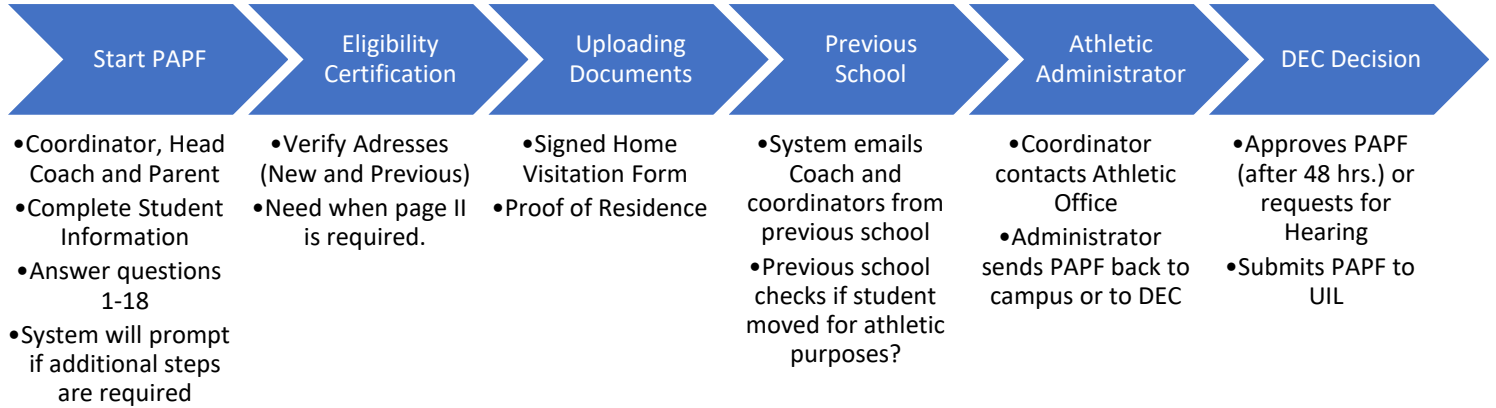
<b>9 wk ends</b>	<b>Lose/Regain Eligibility</b>	<b>3 wk ck / Progress Report</b>	<b>Regain Eligibility</b>
9/19*	9/26*		
10/10	10/17		
		11/4	11/11
		11/22	12/9
12/19	1/14		
		1/27	2/3
		2/18	2/25
3/7	3/25		
		4/4	4/11
		4/25	5/2

\* 1st 6 wks

\*\* All students are academically eligible at the conclusion of the instructional day for Thanksgiving Break (11/22-11/30), Christmas Break (12/19-1/6) and Spring Break (3/7-3/17)



## PREVIOUS ATHLETIC PARTICIPATION FORM PROCEDURES



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

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

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

**HOME VISITATION FORM**

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

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

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

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

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

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

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

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

Individual(s) spoken to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship to Student Athlete:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Questions / Observations**

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

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

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

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

## SAISD OPEN ENROLLMENT ELIGIBILITY RULES

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

Eighth-grade students may enter any SAISD HS, regardless of where they live in the district. Students residing outside the SAISD boundaries BUT attend an SAISD HS may NOT participate in varsity athletics for 365.

### VISITATION POLICIES TO MIDDLE SCHOOL

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

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

High school coaches should only attend banquets or special programs at the schools that are considered to be in your feeder system. That includes feeder schools that you split with another campus.

#### SAISD FEEDER SCHOOL ALIGNMENTS

##### BRACKENRIDGE

POE

(Academies – Bonham 100%, Bowden 100%)

##### BURBANK

HARRIS

Kelly @ Lowell (100%)

##### EDISON

WHITTIER

(Academies – Cotton 100%, Will Rogers 100%, Hawthorne 100%, Twain DLA 100%)

##### FOX TECH

##### HIGHLANDS

HOT WELLS (100%)

ROGERS (100%)

(Academies – Mission Academy 100%, Steel Montessori 100%, Democracy Prep)

##### HOUSTON

DAVIS (100%)

KING ACADEMY (100%)

##### JEFFERSON

LONGFELLOW (100%)

(Academies – Fenwick 100%, Woodlawn)

##### LANIER

RHODES (100%)

TAFOLLA

(Academies – Crockett 100%, Irving DL 100%)

##### YWLA

YWLA M.S. (100%)

##### YMLA

YMLA MS (100%)

# SAISD MIDDLE SCHOOL CONFERENCE RULES

## MIDDLE SCHOOL PHILOSOPHY

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

- All players who practice and have no discipline issues should play.
- The expectation of the Middle School Coaches is to build programs; therefore, athletes should not be cut from the team to limit numbers.
- Middle School Coaches are expected to support and assist the feeder High School program
- Coaches will run their programs with professionalism, which includes not running up the score.
- Coaches will ALWAYS lead by example and display sportsmanship. This is to include the opponent, parents and the officials.
- The emphasis of the Middle School program is to teach fundamentals to all students who show up to practice – follow the Skill guidelines for each of your sports.
- 
- **COACHES SHOULD NOT UTILIZE A “WIN AT ALL COSTS” PLAN!**

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

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

<b>RED ZONE</b>	<b>BLUE ZONE</b>
HARRIS	DAVIS
LONGFELLOW	HOT WELLS
RHODES	KING
TAFOLLA	Kelly @ LOWELL
WHITTIER	POE
YWLA	ROGERS
	YMLA

Football, volleyball, and basketball will play a two team concept at each grade level, (7A, 7B). The teams in each zone will compete for zone champions. By eliminating the overall champion, it will allow all teams to compete against schools with similar populations.

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

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

VOLLEYBALL – 16    BASKETBALL – 14    FOOTBALL - 34

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

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

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

### **DETERMINING ZONE CHAMPION**

Zone Champions will be determined by a point system using the won/lost records of the A and B teams.

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

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

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

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

Zone basketball games go into overtime.

**Soccer games- NO PENALTY KICKS. Each team will receive one point each.**

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

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

7. Coin toss

**TIME ALLOCATIONS & SPECIAL RULES PER SPORT**

**FOOTBALL**

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

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

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

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

\*No blitzing or stunting allowed on defense at the 7<sup>th</sup> grade level. Basic defenses should be utilized.

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

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

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

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

**BASKETBALL**

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

Five minute half-time and five minutes between games

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

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

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

- If the basketball court is clearly marked with a three-point shot line, the 3-point shot will be used.
- No pressing full court at the 7<sup>th</sup> grade level.
- **No pressing full court, once team gains a 20-point lead at the 8<sup>th</sup> grade level.**

**VOLLEYBALL**

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

Each team is allowed two-time outs per set.

Three minutes between each set

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

**SOCCER**

Two twenty-five-minute halves (running clock kept in the field by official). If at the end of regulation time ball game is tied, game will end in a tied game and each team will receive one point each toward their wins.

Five minute half-time and five minutes between games.

NO PENALTY KICKS. Games may end in a tie.

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

### **MS GAME PROCEDURES**

An adult must oversee the scoring table and the clock, not students.

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

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

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

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

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

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

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

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

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

### **INJURIES**

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

See the Concussion Management section for further injury information.

### **CORPORAL PUNISHMENT**

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

### **OFFICIALS**

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

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

## **ACADEMY SPORTS LEAGUE**

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

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

The campuses included in the 2024-2025 school year for participation include:

**Advanced Learning Academy**  
**Bonham Academy**  
**Bowden Academy**  
**Cotton Academy**  
**Crockett Academy**  
**Democracy Prep @ Stewart**  
**Fenwick Academy**  
**Hawthorne Academy**  
**Irving DL Academy**  
**Mission Academy**  
**Steele Montessori Academy**  
**Twain DL Academy**  
**Will Rogers Academy**  
**Woodlawn Academy**

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



## **HIGH SCHOOL PHYSICALS**

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

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

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

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

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

## **MIDDLE SCHOOL PHYSICAL PROCEDURES**

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

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

## **ATHLETIC INSURANCE GUIDELINES**

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

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

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

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

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

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

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

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

# CAMPUS PLAN FOR VIOLATIONS OF UIL RULES AND REGULATIONS

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

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

## GUIDELINES

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

### **Campus Plan Checklist:**

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

## RECOMMENDED PLAN OF ACTION

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

### UIL/TEA VIOLATIONS:

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

### **Example of Violations:**

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

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

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

In activities where the violation does not concern UIL/TEA but does concern state, district, or departmental policies and is serious enough to involve **job termination** or **litigation** involving the school, coach, or sponsor, it is recommended that

immediate action be taken to relieve all involved parties of their coaching duties until guilt or innocence is determined. Relieving a person from their prescribed job duties is not intended to establish guilt or innocence before due process is afforded.

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

**GUIDELINES FOR ASSESSING PENALTIES:**

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

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

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

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

## **OFFICIALS**

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

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

ALL GAME officials will be paid directly through the Athletic Office.

### **Official Fee Receipt**

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

## **SUPERVISION AT ATHLETIC EVENTS**

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

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

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

## **GAME ADMINISTRATION RESPONSIBILITY**

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

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

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

## REPORTING OF CRITICAL INCIDENTS

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

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

## VISITING TEAM INSTRUCTIONS

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

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

- \* To eliminate problems with athletic events on opponent's campuses, consult with the head coach of that campus on the proper exit route after an athletic event.

## **GAME SCHEDULING AND SITES**

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

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

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

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

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

#### **1. ENVIRONMENTAL CONDITIONS**

- a. Weather conditions hazardous to the health and safety of the participants will be determined by the athletic training staff on site.
- b. Conditions rendering field playable.

#### **2. SPECIAL CAMPUS ACTIVITIES**

- a. Testing conflicts.
- b. Late scheduled activities by the Board or Superintendent.
- c. Other administrative calendar conflicts involving the Superintendents directive.

#### **3. UNSAFE CONDITIONS OR DAMAGE TO CAMPUS**

- a. Fire in the gymnasium.
- b. Security problems.

#### **4. NO TEAMS**

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

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

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



## COACHES RESPONSIBILITIES

### ADMINISTRATOR

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

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

### SCHOOL

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

### PLAYERS

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

### PROCEDURE FOR HANDLING ATHLETIC INJURIES

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

(A) It is the responsibility of the trainer assigned to any athletic event to treat injured athletes and determine whether the athlete continues to play. The Athletic Trainer has the authority to refer an athlete to a physician for treatment.

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

### OFFICIALS

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

publicly, is a UIL violation.

### **PUBLIC RELATIONS**

The press, radio, and television can be useful mediators in sports when utilized in a positive and constructive manner. Coaches should use discretion when making comments or giving information about teams or players. Undesirable or negative information **must** be avoided. It is advisable to channel injuries, disciplinary measures, academic difficulties, or eligibility problems to the proper authority instead of airing to the press, radio, and television. Any propaganda or information that may be detrimental or discreditable to the athletic program should be handled with tact. If there is uncertainty when approached by the news media, always refer them to the Athletic Department.

### **SPONSORED ACTIVITIES**

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

### **CONTEST**

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

### **PROFESSIONAL DISCRETION**

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

### **SOCIAL MEDIA**

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

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

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

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

### III. USE OF ELECTRONIC MEDIA WITH STUDENTS

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

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

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

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

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

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

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

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

- **Varsity & Sub-Varsity** -- Dress, skirt, slacks, Capris, suit, collared coach's shirt, dress shoes, boots. Coat and Tie Preferred.
- Jeans, blue jean shorts, athletic shorts, t-shirts, tank tops, warm-ups, leggings or yoga pants, flip-flops and tennis shoes are **UNACCEPTABLE!**
- **Middle School & ASL**- Same as Varsity & Sub- Varsity but may include Tennis shoes.

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

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

### **GAME DAY - FOOTBALL**

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

### **GAME DAY - BASEBALL**

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

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

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

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

**Clothing that is revealing, suggestive or would cause a distraction is unacceptable.**

**Leggings are not pants and should not be worn to games unless under shorts or skirts. BUT can be worn to practices.**

**Neutral colors: grey, white & khaki. Black may only be worn as a neutral color for pants and shorts.**

**Dry fit crew neck is allowed in place of collared shirt, but it must have a school logo.**

## **SAISD ATHLETIC TRAVEL POLICY**

As per SAISD Administrative Procedures F24 - TRANSPORTING STUDENTS

### **GUIDELINES FOR TRANSPORTING STUDENTS**

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

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

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

## **TRANSPORTATION PROCEDURES**

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

1. Head Coaches will enter the trip request into the Transfinder system, and the central Transportation Department will assign the drivers if needed.
2. Coaches should verify athletic trips by logging onto the district transportation website the week prior to their scheduled trip. (Department, Transportation, click on bus, login=athletics, view field trips, then filter the information needed)
3. There is a 50-passenger limit per bus.
4. Coaches are expected to have teams ready to travel at scheduled times.
5. Coaches will always accompany their teams on the bus. No coach – no ride!
6. Coaches may not bring their dependent children on a charter or SAISD bus.
7. Student behavior on the bus is to be addressed by the coach.
8. Items left on the bus can be retrieved at the Transportation complex.
9. No pitching machines, exercise bikes or any other large equipment will be transported on the bus.

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

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

- Class B CDL (Commercial Driver's License)
- Successful completion of the DPS Bus Driver's Certification Class
- Must have successfully passed the yearly district driver's physical and drug test

1. Campus based school buses are to be used strictly for athletic functions and must be utilized first before a bus from the bus barn is requested.
2. If a bus from the bus barn is being used, the coach must call the transportation department at 210-354-9320 the day before to inform them of the time the coach will pick up the bus.
3. Permission to use a campus-based school bus for other functions must come from Nathan Graf.
4. All coaches who use SAISD buses are directed to perform a pre-trip inspection before each use (checking fluid levels, tires, lights, brakes, inspection stickers, etc.)
5. After operating the bus, the coach must empty the air-tanks if the bus has airbrakes, turn all power knobs off, and keep the bus locked at all times. Clean the bus after each trip.
6. Campus based buses must be fueled up at the transportation department by the coach once it reaches ½ tank. Each coach will be assigned a code, and each bus will have a fuel key specifically for that bus only.
7. Busses picked up from the bus barn must be fueled up upon return. (Full tank)
8. Vehicle deficiencies should be reported immediately to transportation so that a repair can be made, or a replacement bus can be provided.
9. Do not drive a campus-based bus out of town; a newer bus can be provided by sending an e-mail to [transdepartment@saisd.net](mailto:transdepartment@saisd.net)
10. Athletic trips are eligible for compensation:  
0-74 miles = \$25.00  
75-149 miles = \$50.00  
150 plus miles = \$75.00  
Half trips will be paid half of the scheduled payment.

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

## **TEAM TRAVEL**

Varsity teams traveling out of the San Antonio area may travel by charter bus or van.

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

Teams traveling within the San Antonio area will travel by district bus (es). However, circumstances may deem the use of a van(s)/Charter.

## **COACHES RESPONSIBILITIES FOR RENTAL VEHICLE REQUESTS:**

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

## **P- CARD PROCEDURES:**

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

## **ATHLETIC EQUIPMENT CONTROL**

### **NEW EQUIPMENT**

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

### **ISSUANCE AND RETURN OF EQUIPMENT**

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

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

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

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

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

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

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

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



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

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

**CHANGES IN UNIFORM COLORS OR DESIGN WILL ONLY BE APPROVED BY THE ATHLETIC OFFICE.**

At the conclusion of every football season, the equipment custodian along with a representative from the authorized repair company will go to every school that participated in athletics and examine every item that may need certification, repair, or rejection. The helmets on the high school level are on every other year certification schedule and all other protective equipment is repaired as needed so as to extend the useable safe life of the unit. All helmets are rejected at the end of 10 years. All coaches are to monitor the equipment during the season for any defects and report this to the equipment custodian for immediate repair.



**MINIMUM COMPETITION STANDARDS**  
**FOR HIGH SCHOOL ATHLETICS**

***Standards:***

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

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

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

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

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**Cross Country:**

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

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

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**Tennis:**

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

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### **Track:**

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

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### **Golf:**

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

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

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### **Swimming:**

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

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

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### **Water Polo:**

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

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

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## ***Accountability:***

### **Sanctions**

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

### **Note**

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



**MINIMUM COMPETITION STANDARDS**  
**FOR MIDDLE SCHOOL ATHLETICS**

***Standards:***

**Football, Volleyball, and Basketball:**

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

**“C” Team Coaches**

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

**Soccer:**

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

**Cross Country:**

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

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

**Tennis:**

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

**Track:**

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

**Golf:**

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

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

***Accountability:***

**Sanctions**

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

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

***Note:***

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

## **SAISD EXPECTATIONS AND JOB DESCRIPTIONS** **FOR HIGH SCHOOL COORDINATORS**

### **Qualifying Criteria:**

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

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

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

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

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

\_\_\_\_\_  
 Coordinators Signature

\_\_\_\_\_  
 Date

## **SAISD EXPECTATIONS AND JOB DESCRIPTIONS** **FOR HIGH SCHOOL GENERAL ASSISTANT AND FIRST ASSISTANT COACHES**

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

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

20. Demonstrate Concern and involvement, (i.e. interest, supervision, discipline, academics) in all sports regardless of individual assignment.
21. Dress according to “Dress Code for Coaches and Athletic Trainers.”
22. Attend all assigned in-service programs.
23. Follow district procedures related to student activity accounts.
24. Maintain expenditures for your sport within the athletic department assigned budget.

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

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Teacher/Coach Signature

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Date



## **SAISD EXPECTATIONS AND JOB DESCRIPTIONS** **FOR COMPREHENSIVE HIGH SCHOOL HEAD BASKETBALL COACHES**

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

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

24. Teach and demonstrate good sportsmanship.
25. Maintain equipment (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
26. Dress professionally for all facets of your job including workouts and competitions.
27. Dress according to "Dress Code for Coaches and Athletic Trainers."
28. Perform any other duties as assigned by the Principal and Athletic Office.
29. Prepare and send recommendation letters to colleges or universities regarding their athletes.
30. Follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.
31. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
32. Attend all assigned in-service programs.
33. Follow district procedures related to student activity accounts.
34. Maintain expenditures for your sport within the athletic department assigned budget.
35. All coaches must also meet the expectations for team and student participation as described in the Minimum Competition Standards associated with their coaching assignment.
36. Report directly to the campus Athletic Coordinator.
37. Act as liaison to their middle school feeder programs between the high school and middle school coaching staffs, and coordinators by maintain an open line of communication and effective public relations.
38. Make a weekly visitation to at least one middle school or academy campus within the feeder pattern to provide support and feedback regarding the athletic program
39. Promote vertical alignment of athletic programs by sharing coaching snapshot form with coach observed HS campus coordinator and athletic department.
40. Promote all sports in the athletic program, foster school spirit and pride, and assist in the supervision of the athletic activities on campus as assigned by campus athletic coordinator.
41. Assist at varsity football/volleyball games as assigned by campus athletic coordinator.
42. Assume responsibility for cross country and track meet assignment(s) as determined by athletic department or campus athletic coordinator.
43. Assist in summer athletic strength and conditioning as assigned by campus athletic coordinator.
44. Provide a middle school/academy basketball coaching clinic prior to start of school year.

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

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Teacher/Coach Signature

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Date

## **SAISD EXPECTATIONS AND JOB DESCRIPTIONS** **FOR SPECIAL HIGH SCHOOL HEAD BASKETBALL COACHES**

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

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

23. Involve middle school coaches and assistant coaches in planning and organizing athletic programs where it affects the high school sports and middle school program.
24. Teach and demonstrate good sportsmanship.
25. Maintain equipment (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
26. Dress professionally for all facets of your job including workouts and competitions.
27. Dress according to “Dress Code for Coaches and Athletic Trainers.”
28. Perform any other duties as assigned by the Principal and Athletic Office.
29. Prepare and send recommendation letters to colleges or universities regarding their athletes.
30. Follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.
31. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
32. Attend all assigned in-service programs.
33. Follow district procedures related to student activity accounts.
34. Maintain expenditures for your sport within the athletic department assigned budget.
35. A head coach who is assisting in another sport that overlaps seasons must conduct work outs in both sports
36. All coaches must also meet the expectations for team and student participation as described in the Minimum Competition Standards associated with their coaching assignment.

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

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Teacher/Coach Signature

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Date

## **SAISD EXPECTATIONS AND JOB DESCRIPTIONS** **FOR HIGH SCHOOL HEAD COACHES**

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

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

24. Teach and demonstrate good sportsmanship.
25. Maintain equipment (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
26. Dress professionally for all facets of your job including workouts and competitions.
27. Dress according to “Dress Code for Coaches and Athletic Trainers.”
28. Perform any other duties as assigned by the Principal and Athletic Office.
29. Prepare and send recommendation letters to colleges or universities regarding their athletes.
30. Follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.
31. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
32. Attend all assigned in-service programs.
33. Follow district procedures related to student activity accounts.
34. Maintain expenditures for your sport within the athletic department assigned budget.
35. A head coach who is assisting in another sport that overlaps seasons must conduct work outs in both sports
36. All coaches must also meet the expectations for team and student participation as described in the Minimum Competition Standards associated with their coaching assignment.

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

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Teacher/Coach Signature

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Date

## **SAISD EXPECTATIONS & JOB DESCRIPTIONS** **FOR MIDDLE SCHOOL GENERAL ASSISTANT COACHES**

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

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

20. Must be current in CCP, CPR, AED and First Aid before coaching any athlete.
20. Perform other duties related to the athletic program, as stipulated by SAISD.
21. Dress according to “Dress Code for Coaches and Athletic Trainers.”
22. Develop a good work ethic among athletes by practicing five days a week, and at a time appropriate in length.

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

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Teacher/Coach Signature

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Date



## **SAISD EXPECTATIONS & JOB DESCRIPTION** **FOR MIDDLE SCHOOL COORDINATORS**

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

1. Maintain an open line of communication with the school administration, Athletic Department, community, staff and athletes in reference to expectations of appropriate conduct and performance in their high school and middle school athletic programs.
2. Ensure that their coaching staff maintains the perspective that a quality education is of the highest priority in working with our student athletes. They must work together with parents, school staff, and athletes to avoid academic failure and discipline problems.
3. Disseminate Athletic Department information received at monthly coordinators meetings to all appropriate coaching staff ensuring that each coach on their campus is aware of all UIL Rules and Regulations, changes, and implications.
4. Cooperate with the Athletic Department and school in regard to submitting documents as listed in the Athletic Handbook and mandate that all policies in the Athletic Handbook be followed.
5. Follow the due process procedures established by the San Antonio Independent School District in conjunction with the policies of the Athletic Department.
6. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
7. Perform the responsibilities of their coaching assignment and attend in-services or clinics necessary for growth of their athletic programs.
8. Understand and follows rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, National Federation Associations, Board of Education, and the school district administration.
9. Promote all sports in the athletic program, foster school spirit and pride, participate in athletic related school functions, and assist in the supervision of the athletic activities on campus.
10. Prepare and send all paperwork necessary for the middle school athlete to compete at the high school to their feeder high school athletic coordinator.
11. Serve as a role model to their athletes, coaching staff, faculty, and community by exemplifying leadership, moral character, commitment, dedication, good sportsmanship and insisting that their coaching staff serve as role models as well.
12. Maintain a professional demeanor in all areas modeling to athletes the same behavior that they require of them in practice, competition, and throughout the school day.
13. Establish written criteria for lettering requirements and training rules for team members that require signatures from both athletes and parents to document that they have been notified.
14. Follow and enforce the Student-Parent Athletic Handbook.
15. Coordinate and supervise the storage and maintenance of the athletic equipment on their campus and facilitate the usage of campus facilities in conjunction with their counterpart coordinator.
16. Assist, evaluate, and supervise all new and present staff personnel as directed by the campus Principal and Athletic Department in an effort to maintain successful athletic programs on their campus.
17. Stay current in CCP, CPR, AED and First Aid and make certain that all personnel on their staff are certified by keeping copies of their certification on file.

18. Review and document student athlete eligibility throughout the school year to help keep academic excellence both on and off the court in the forefront.
18. Perform other duties related to the athletic program, as stipulated by SAISD.
19. Dress according to “Dress Code for Coaches and Athletic Trainers”
20. Attend scheduled athletic coordinator’s meetings as assigned by the Athletic Office.
21. Organize and implement regular school staff meetings with all coaches on campus.
22. Maintain an inventory of all equipment of coaches leaving district, school etc. and collect keys as directed by the principal.

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

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Teacher/Coach Signature

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Date

## **SAISD EXPECTATIONS AND JOB DESCRIPTIONS** **FOR MIDDLE SCHOOL HEAD COACHES**

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

1. Serve as a role model that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to their athletes and coaching staff the same behavior and dress that they require of them in practice and competition. Implement the same system as high school program and scout for high school as assigned by the high school coordinator.
2. Attend all assigned in-service programs, clinics and staff meetings set up by the Athletic Department, athletic coordinator, or Principal.
3. Teach good fundamental skills while being positive with their athletes.
4. Maximize everyone's contribution to the team, encourage athletes to support one another in a positive manner, recognize good effort, sportsmanship, and individual achievements.
5. Maintain equipment, (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
6. Inventory all equipment of coaches leaving their athletic program or school and collect their keys.
8. Keep up-to-date records (squad lists, insurance forms, physicals, season statistics, parent approvals, and eligibilities).
9. Have a systematic method of recruiting athletes and maintaining their eligibility and team membership.
10. Provide proper supervision for all team members during practice, game, and athletic events.
11. Assist in the operation of various sports activities and as assigned by the Athletic Office.
12. Set a proper example by being prompt and on time to all meetings, practices, and athletic events.
13. Encourage strong lines of communication with coordinator, principal, and Athletic Office.
14. Adhere to the Athletic Department procedures in addressing student athlete injuries.
15. Follow and enforce the Student-Parent Athletic Handbook.
16. Maintains filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents
17. Develop good work ethic among athletes by practicing five days a week at a time appropriate in length.
18. Games and practice should reflect good planning and organization.
19. Plan, manage, and supervise all practices, locker rooms, and game situations.
20. Work to build a strong sense of self-esteem in athletes by exhibiting confidence in each player and the team as a whole and use positive reinforcement to motivate athletes to reach their full potential.
21. Invite High School staff to social gatherings, banquets, and athletic activities sponsored by the Middle School and attends their functions as well.
22. Exhibit proper leadership skills when dealing with their athletes, coaching staff, other coaches, opponents, fans, and parents.
23. Demonstrate fairness, understanding, tolerance, patience, care and concern for their student athletes.
24. Demonstrate concern and involvement in all sports regardless of individual assignments.
25. Use motivation techniques and strategies that are age appropriate and which comply with the

code of ethics for teachers and coaches applicable to them, as well as the requirements of the Athletic Department and the San Antonio Independent School District.

26. Follow district policy when purchasing equipment, keep accurate records of purchases, and follow district procedures related to student activity accounts as specified in the Athletic Handbook.
27. Communicate to team members the importance of accepting responsibility for their decisions and their own behavior on and off the playing field.
28. Encourage athletes to achieve academic success and show pride in their capabilities, abilities, and involvement in other school activities ensuring in developing the well-rounded athlete.
29. Hold regular staff meetings to that their staff is current, understands, and abides by the rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, and Board of Education, Athletic Department, National Federation Association and the San Antonio Independent School District Administration.
30. Cooperate with the Athletic Department and the school in regard to submitting documents as listed in the Athletic Handbook and mandate that all policies in the Athletic Handbook be followed.
31. Be current in CCP, CPR, AED and First Aid before working with the middle school athlete.
32. Dress according to “Dress Code for Coaches and Athletic Trainers.”
33. Perform other duties related to the athletic program, as stipulated by SAISD.

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

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Teacher/Coach Signature

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Date

# ATHLETIC TRAINING POLICIES AND PROCEDURES

## INSURANCE POLICIES

### GENERAL

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

### SPECIFIC

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

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

## PROCEDURES FOR HANDLING CLAIMS AND MEDICAL BILLS

### **IN SEASON PARTICIPATION:**

#### Medical Bills

Personal health insurance (ex: Blue Cross and Blue Shield) must be applied first on any medical service rendered. All bills need to be mailed or emailed to the insurance company by the parent. Due to HIPPA laws, it is easier for parents and the insurance company to get information regarding benefits faster. The athletic insurance plan will serve as secondary coverage after the personal health insurance has been applied.

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

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

#### Claims

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

PLEASE NOTE: The athletic trainer, parent and or coach has 90 days to file a claim.

The claim form must be filled out COMPLETELY. For example: if they have only one parent, they must put NA on all questions that don't apply. Nothing can be left unanswered.

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

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

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

#### Claims

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

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

## All Sports Except Football

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

## Football

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

## PROCEDURES REGARDING EMERGENCIES AT ALAMO STADIUM AND SPORTS COMPLEX

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

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

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

## SPECIFIC PROCEDURES FOR HOME GAME INJURIES

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

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

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

and away should include, **UIL compliance with Chapter 38. Sub Chapter D of the Texas Education Code (TEC) that was amended by the passage of House Bill 2038 during the 82nd legislative session.** Basically, follow the UIL guidelines COT (concussion oversite team). Also, **WHEN IN DOUBT, SIT THEM OUT** is a great way for Coaches to remember the protocol.

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

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

Etiology, symptoms, and signs noted by the Athletic Trainer with consultation from attending physician will determine if further evaluation is needed. Strains, sprains and contusions should be treated with ice (ice massage, ice bag, or immersion in a bucket of ice). Elevation should be employed to control swelling. If the athlete has trouble walking, crutches should be used. All these methods should be continued until the trainer or physician directs otherwise. The following day the injury should be re-evaluated to determine if further consultation is needed. Keep in mind that **ALL ATHLETES HEAL DIFFERENTLY**. The athletic trainer has the authority to refer the athlete to a physician at any time during physical therapy.

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

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

### **HEAT STRESS/ILLNESS**

- **Heat Cramps** - Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to sweating.
- **Heat Syncope** - Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heatstroke.
- **Heat Exhaustion (Water Depletion)** - Excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.
- **Heat Exhaustion (Salt Depletion)** - Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.
- **Heatstroke** - An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other

clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heatstroke victims, contrary to popular belief, may sweat profusely).

- **Additional symptoms include those under the UIL Safety Training section of CCP.**

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

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

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

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

Approximately two weeks are required.

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

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

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

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



# THE WET BULB GLOBE TEMPERATURE

<b>WBGT Activity Guidelines</b>		
<b>Class 3</b>	<b>Class 2</b>	<b>Activity Guidelines</b>
<b>&lt; 82.0</b>	<b>&lt;79.7</b>	Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
<b>82.0 - 86.9</b>	<b>79.7 - 84.6</b>	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
<b>87.0 - 90.0</b>	<b>84.7 - 87.6</b>	Maximum practice time is 2 hours; <b><u>For Football:</u></b> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <b><u>For All Sports:</u></b> Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
<b>90.1 - 92.0</b>	<b>87.7 - 89.7</b>	Maximum practice time is 1 hour; <b><u>For Football:</u></b> No protective equipment may be worn during practice, and there may be no conditioning activities. <b><u>For All Sports:</u></b> There must be 20 min of rest breaks distributed throughout the hour of practice.
<b>≥92.1</b>	<b>≥89.8</b>	No outdoor workouts. Delay practices until a cooler WBGT is reached.

*\*Values in the above chart are WBGT measurements (not temperature or heat index measurements).*

## **AWAY GAME PROCEDURES**

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

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

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

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

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

## **ATHLETIC PAYMENT GUIDELINES**

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

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

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

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

