

MIDDLE SCHOOL
ATHLETIC
HANDBOOK

2012-2013

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SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

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Jose Moreno, Executive Director – School Leadership Elementary Team 1
Mary Esther Macias, Executive Director – School Leadership Elementary Team 2
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Jeff Ward, Police Chief – SAISD Police Department



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

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

Our Core Beliefs and Commitments - In SAISD we believe:

Every student can learn and achieve at high levels.

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

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

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

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

We are responsible for the efficient and effective operation of the school system. We will ensure fiscal responsibility to taxpayers of the District.

Everyone should be treated with respect.

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

We will lead by example.

People support what they help create.

We will maintain the collaborative process for decision-making.

Our Core Values

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

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

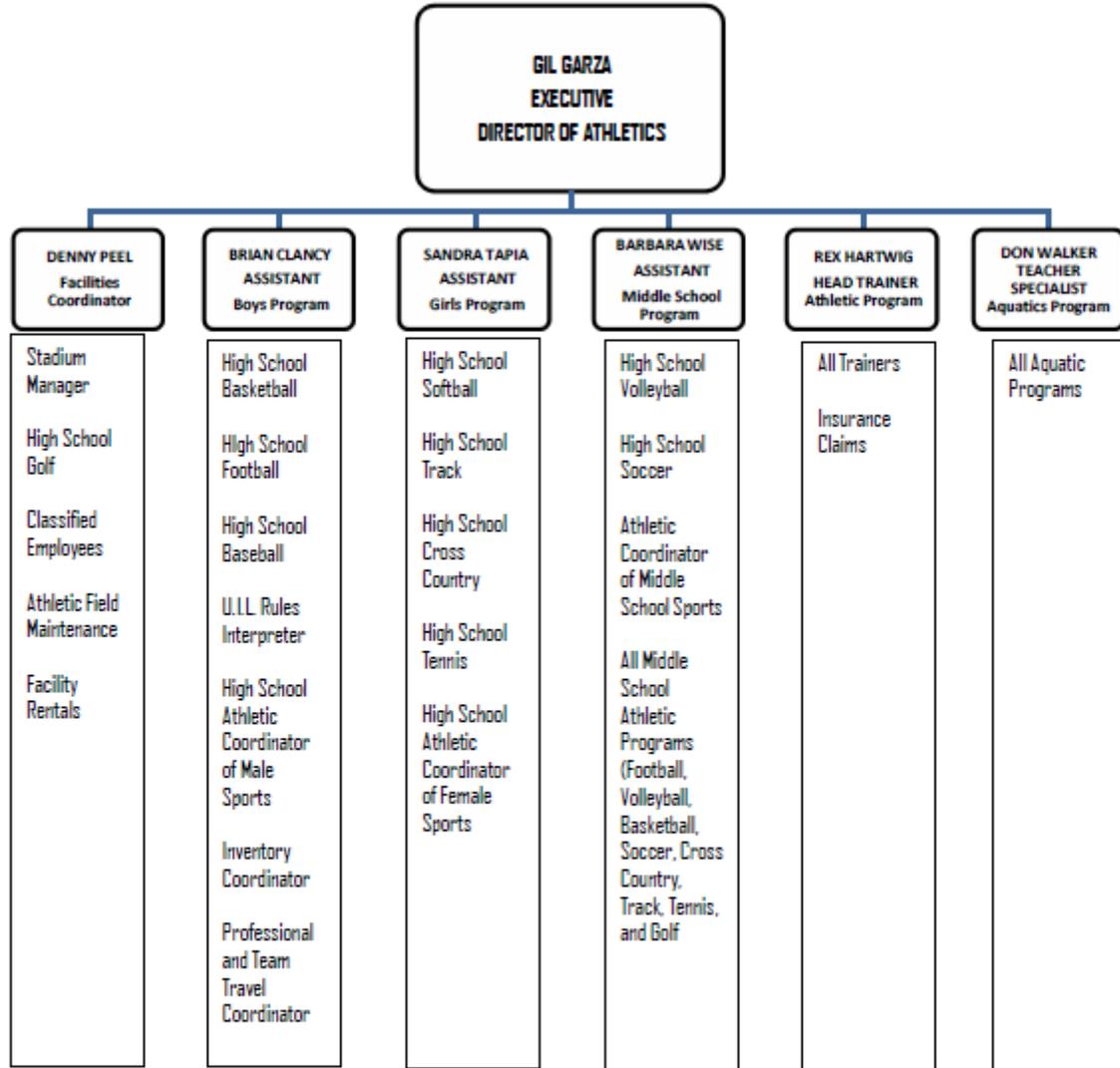
PHILOSOPHY

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

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

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

**SAISD ATHLETIC OFFICE
DEPARTMENTAL ORGANIZATION CHART**



OFFICE OF DIRECTOR OF ATHLETICS

110 TULETA

SAN ANTONIO, TEXAS 78212-3197

210-735-9331

FAX: 735-0250 / ANNEX FAX: 734-2561

ADMINISTRATORS

	EXT.
Gil GarzaExecutive Director	105
Sandra Tapia..... Asst. Athletic Director	101
Brian Clancy..... Asst. Athletic Director	102
BarbaraWise..... Asst. Athletic Director	120
Denny Peel.....Facilities Coordinator	110
Rex Hartwig.....SAISD Lead Trainer	112

AQUATICS

Donald Walker.....Aquatics Coordinator	
	299-1560/226-8547

CLERICAL STAFF

Michelle Reyes.....Administrative Secretary	105
Shauna Salinas..... Secretary	102
Nancy Buentello.....Secretary	101
Jennifer Moreno.....Secretary	120
Preston JohnsonClerk	109
Kathleen Lovejoy.....Budget Analyst/Webmaster	119

SAISD POLICE DEPARTMENT

271-3124

COACH'S/ PRINCIPAL'S CHECKLIST

1. All coaches must have a signed professional acknowledgment form on file in the school office.
2. It is required that a game administrator be designated for all athletic team contests.
3. All coaches must complete the online RCP (Rules Compliance Program) yearly, as prescribed by the U.I.L.
4. A grade check procedure for all sports must be implemented on every campus. Coaches, sponsors, and other faculty members must be aware of their responsibilities.
5. The UIL mandates that each campus develop and have on file, available to all coaches, a campus plan of action for immediate in-house handling of alleged UIL, TEA, and SAISD rules, regulations, and policies.
6. It is the school's responsibility to make sure that all students attending their school meet all the UIL and SAISD rules governing eligibility. It is the responsibility of each school to keep on file the required annual forms for each student who participates in any practice, scrimmage, or game (i.e. medical form, parent permit and acknowledgment form, parent and student steroid notification form, eligibility permit, transfer papers, foreign exchange forms, athletic eligibility form for average students (504 students), weekly game report forms, and injury forms (football only).
7. All coaches must be full-time employees of the school district and must sign a professional affidavit before the season begins. They also must have a degree from an accredited college or university and a Texas Teaching Certificate.
8. 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.
10. All coaches must complete the Learning Through Sports Star Sportsmanship Program (Stop, Think, Act, Play) prior to first day of instruction.

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

STATEMENT OF PURPOSE

The League is vitally interested in the welfare and development of every youngster. A properly administered athletic program can enhance their overall education. Middle School programs should be designed to accommodate the substantial differences among students of this age, i.e., body build, interests, ability, experience, health, and stages of physiological, emotional, and social maturity. The primary emphasis should be to explore rather than to specialize and should consider what is best for the greatest number of participants involved. The purposes of the Middle School athletic program of the UIL are:

- (1) To conduct the athletic program so that educational objectives are achieved, so that the highest ideals of sportsmanship are upheld, and so that no single phase of the athletic program is promoted at the expense of other programs.
- (2) To provide broad and varied athletic programs with an opportunity for equitable competition for all students. A desirable program includes intramural competition at several ability levels and interschool competition for the more advanced student.
- (3) To equalize competition and administer the programs to avoid mismatching of teams or individuals. Individual schools have the final responsibility to enforce this concept.
- (4) To integrate the athletic program with all other activities beneficial to middle school youth, voiding an excessive activity load for any student.
- (5) To ensure that participants are properly supervised, conditioned, instructed, equipped, and have passed a physical examination.
- (6) To administer the program so that there will be a minimum loss of school time, proper but minimal publicity, competent officiating, limited awards, and the program kept in its proper perspective.
- (7) To provide qualified faculty leadership that understands this adolescent age group, the objectives of this modified sports program, and the emphasis on safety and welfare of the students.
- (8) To foster proper respect for authority.
- (9) To compete within the spirit of the rules, giving every opponent due credit and respect - making every effort to be gracious in victory or loss.
- (10) To emphasize that each local district has final responsibility for enforcement of all objectives, guidelines, and codes in the middle school program of competition.

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.

Meet with the booster club, and:

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

As a student-athlete we ask that you:

- Accept and understand both the seriousness of your responsibilities and the privilege of representing the school and community.
- Learn the rules of the game.
- Treat opponents the way you would like to be treated.
- Respect the integrity and judgment of game officials.

Keys to good sportsmanship are simple:

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

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
ATHLETIC DEPARTMENT**

PROCESS FOR DETERMINING UIL ELIGIBILITY

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

I. FALL ELIGIBILITY

- * Students going into grades 7, 8, or 9 must have been promoted to (not placed in) that grade.

- * Students going into grades 10, 11, or 12 have two ways they may be eligible for the fall semester:
 1. Receive five credits from the previous year. (When a student receives credits from the previous year, the number of credits from other high school years is not a factor.)

 2. Have accumulated at least 10 credits at the beginning of the third year and 15 credits at the beginning of the fourth year in high school.

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

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

II. RETAINING ELIGIBILITY

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

- * Check grades at the end of the sixth week of school. If a student fails a class on the sixth-week grade check, then he/she will become ineligible on the Friday of the seventh week.

- * Check grades at the end of the first nine-week grading period. This grade check will be a cumulative grade from week one through week nine. The student that failed at the end of the first six-week grade check can regain eligibility on the Thursday of the tenth week if he/she passes all classes at the end of the first nine-week grading period.

- * A student that is failing at the end of this nine-week grading period will become ineligible on the Thursday of the tenth week. This student's grades will be checked again at the end of the third week of the grading period. If he/she is passing all classes, he/she will regain eligibility on the Friday of the fourth week. If the student is still failing at the end of the third week, grades will be checked at the end of the sixth week to see if he/she will regain eligibility.

- * If a student is passing all classes at the end of a nine-week grading period, the student has earned their eligibility for the entire nine-week period and does not need to be checked until the end of the next nine-week period.

DATES FOR UIL ELIGIBILITY 2012-2013

- 10/5 End of first six weeks. Check grades on all students involved in extra-curricular programs.
- 10/12 End of seven-day grace period. At the end of the school day, students can lose their eligibility or regain it.
- 10/26 End of first nine-week grading period. Check grades on all students involved in extra-curricular programs. Students that passed first nine-weeks are eligible for the entire second nine-weeks.
- 11/2 End of seven-day grace period. At the end of the school day, students can lose their eligibility or regain it.
- 11/16 End of three-week grade check for second nine-week period. Check only students grades that were failing at the end of the first nine weeks. Students must be passing everything to regain eligibility. Students that passed second nine-weeks are eligible for the entire third nine-weeks.
- At the end of the school day all students will be declared eligible thru 11/26. This time is treated just like an intersession.
- 11/30 End of seven-day grace period. At the end of the school day students can regain eligibility.
- 12/14 End of second three-week grade check for the second nine weeks. Check only students grades that were failing at the end of the first nine weeks and did not regain eligibility after the first three week check. Students must be passing everything to regain eligibility.
- 12/21 End of seven-day grace period. Students can regain their eligibility.
- At the end of the school day all students will be declared eligible thru 1/07. This time is treated just like an intersession.
- 1/17 End of second nine-week grading period. Check grades on all students involved in extra-curricular programs. Students that passed second nine-weeks are eligible for the entire third nine-weeks.
- 1/24 End of seven-day grace period. Students can lose or regain their eligibility.
- 2/8 End of three-week grade check for third nine-week period. Check only students' grades that were failing at the end of the second nine-weeks. Students must be passing everything to regain eligibility.
- 2/15 End of seven-day grace period. At the end of the school day, students can regain their eligibility.
- 3/1 End of second three-week grade check for third nine weeks. Check only students' grades that were failing at the end of the second nine weeks and did not regain eligibility after the first three-week check. Students must be passing everything to regain eligibility.
- 3/8 End of seven-day grace period. At the end of the school day, students can regain their eligibility.
- At the end of the school day all students will be declared eligible thru 3/18. This time is treated just like an intersession.
- 4/5 End of third nine-week grading period. Check grades on all students involved in extra-curricular programs. Student that passed third nine weeks are eligible for the entire fourth nine-weeks.
- 4/12 End of seven-day grace period. At the end of the school day, students can lose their eligibility or regain it.
- 4/29 End of three-week check for fourth nine-week period. Check only students grades that were failing at the end of the third nine-weeks. Students must be passing everything to regain eligibility.
- (For purposes of the law, "three school weeks" is defined as 15 class days.)
- Exception:** One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period.
- 5/6 End of seven-day grace period. At the end of the school day, students can regain their eligibility.
- 5/17 End of second three-week grade check for the fourth nine-weeks. Check only students' grades that were failing at the end of the third nine-weeks and did not regain eligibility after the first three-week check. Students must be passing everything to regain eligibility.
- 5/24 End of seven-day grace period. At the end of the school day, students can regain their eligibility.

PREVIOUS ATHLETIC PARTICIPATION FORM PROCEDURES

1. The head coach will assist the parents or guardian in filling out the PAPF and questionnaire.
2. The head coach will verify that student's new address is in their attendance zone. This can be done by using iDataPortal – Address Lookup.
3. The head coach will make a home visit to verify that the student and family do live at the address given. (ATTACH HOME VISIT FORM TO PAPF).
4. The head coach will verify student's date of birth from their PRC (Permanent Record Card).
5. The head coach will verify student's date of first enrollment in 9th grade from their PRC (Permanent Record Card).
6. The head coach will verify student's first enrollment in new school.
7. The head coach will attach a copy of the divorce decree to the PAPF if the parents are divorced.
8. The PAPF will be reviewed by the athletic coordinator to make sure all information has been completed and there are no further explanations needed.
9. The PAPF will be reviewed by an assistant athletic director to insure all information has been completed and there are no further explanations needed.
10. The PAPF will be sent to the DEC chairman for consideration.
11. DEC chairman will send notice of PAPF's that have no "red flags" to DEC members, High School Athletic Coordinators and all Athletic Office Administrators. After a 24 hour grace period the PAPF's will be approved if there are no objections. Any PAPF's with "red flags" will be placed on the next DEC agenda.
12. When PAPF's have been finalized the DEC chairman will keep the original and send a copy to the Athletic Director to be kept on file in the Athletic Office. Copies should also be sent to the Principal and Athletic Coordinator of school involved.

Who should complete a PAPF ?

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

Any new student that will be competing at the varsity level, did not come from a 100% feeder school from your attendance zone, and has not been enrolled in your school continuously for 365 days should be given a home visit and have a visitation form on file. (Page, Lowell, Connell, Davis, King, Longfellow and Rhodes are 100% feeder schools for their respective high schools.)

These procedures are recommended by the athletic office as a guideline. It is ultimately the head coach's responsibility to certify eligibility based on all U.I.L. rules in the Constitution & Contest Rules Book.

SAISD MAGNET PROGRAM ELIGIBILITY RULES

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

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

VISITATION POLICIES TO MIDDLE SCHOOL

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

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

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

SAISD FEEDER SCHOOL ALIGNMENTS

BRACKENRIDGE

PAGE (100%)
POE

BURBANK

HARRIS
LOWELL (100%)

EDISON

TWAIN
WHITTIER

HIGHLANDS

CONNELL (100%)
ROGERS

HOUSTON

DAVIS (100%)
KING ACADEMY (100%)
WHEATLEY

JEFFERSON

LONGFELLOW (100%)

LANIER

RHODES (100%)
TAFOLLA
IRVING

GENERAL ELIGIBILITY RULES AND REGULATIONS

I. Eligibility Requirements for Seventh and Eighth Grade Participants

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

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

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

- F. Have not changed schools for athletic purposes.

MAGNET PROGRAMS

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

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

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

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

III. General Regulations

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

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

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

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

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

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

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

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

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

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

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

I. **Officials**

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

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

J. **Team Sport Tournament Regulations (Basketball, Football, Soccer, and Volleyball).** **Definition:** At least three teams assembled on days other than Sunday for an elimination contest. Tournament games shall not begin prior to the end of the academic school day. Round Robin tournaments limited to five teams and pool play tournaments limited to eight teams (16 teams in volleyball) are permitted. In baseball, basketball, softball, and soccer, contestants or teams shall play no more than three tournament matches per calendar day, except contestants or may play in four matches per calendar day in a one day tournament scheduled on a Saturday or a two tournament.

A school team may substitute two games/matches for a tournament. A district tournament shall count as one of the allowable tournaments or each game played in the tournament shall be counted in the maximum games/matches allowed (e.g. in basketball: either 12 games/interscholar scrimmages and 2 tournaments; or 14 games/scrimmages and 1 tournament; or 16 games/scrimmages and no tournament).

K. **Team Sport Rule Modification.** Any extension of a game in baseball, basketball, football, softball, or soccer shall involve different players from those who participated in the earlier contest. (Any extension means any additional time i.e. another quarter played at the end of a regulation middle school game. The additional play shall count as one of the allowable contests per school week, calendar week, or season for the individuals participating. Schools shall count the contest as one of the allowable contests in that sport. Schools are allowed to pay an additional partial game fee to officials.

L. **Scrimmage.** A practice game between at least two different schools.

M. **Practice Time.** State Board of Education regulations indicate that practice time outside the school day is limited to eight hours per school week per activity. School week means the week beginning at 12:01 a.m. on the first instructional day of a calendar week and ends at the close of instruction on the last instructional day of the calendar week, excluding holidays.

N. **Recommended Standards.** Seventh and eighth grade activities should be held on a non-school night, at non-school times (Saturdays). Activities held on a school night should be scheduled to end in time to allow students to be back at home no later than 10:00 p.m. Note: It is highly recommended that no contest be scheduled on a night prior to a semester or a six-weeks exam.

V. Team Sport Regulations

A. Basketball

1. **Number of Games.** No team or student shall compete in more than 12 games and 2 invitational or district tournaments. Two games may be substituted in place of a tournament. If a team or student does not play in any invitational or district tournaments, 4 additional games may be played. A scrimmage counts as one of the 12 games and may not be scheduled or played until the starting date for games.
2. **Number of Games Per Week.** One game/scrimmage per week may be played. A tournament may be played in the same calendar week of a game. See General Regulations Letter J.
3. **Season for Workouts and Games.** Schools shall have 121 consecutive days to practice outside the school day; 93 of the 121 consecutive calendar days may be used to complete scrimmages and games. The season begins with the first day of practice outside the school day or with the first scrimmage/contest when there is no after school practice. The season can be held anytime during the school year, provided it does not exceed the number of consecutive calendar days listed above.

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

B. Football

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

D. Soccer

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

3. **Season for Workouts and Games.** Schools shall have 86 consecutive calendar days to practice outside the school day; 76 of the 86 consecutive calendar days may be used to complete scrimmages and games. The season begins with the first day of practice outside the school day or with the first scrimmage/contest when there is no after school practice. The season can be held anytime during the school year, provided it does not exceed the number of consecutive calendar days listed above.
4. **No Playoffs.** There shall be no post-season playoffs.
5. **Tied games** will be decided by a shoot-out. (2-2) If still tied, goes to shoot- out (one-one) until winner is determined.

E. **Volleyball**

1. **Number of Matches.** No team or girl shall compete in more than 12 matches and 2 invitational or district tournaments. Two matches may be substituted in place of a tournament. If a team or student does not play in any invitational or district tournaments, 4 additional matches may be played. A scrimmage shall count as one of the 12 matches and may not be scheduled or played until the starting date for games.
2. **Number of Matches Per Week.** One match or dual match or scrimmage per calendar week may be played. A tournament may be played in the same calendar week of a match.
3. **Season for Workouts and Matches.** Practice shall not begin prior to the first day of school. Schools shall have 86 consecutive calendar days to practice outside the school day; 79 of the 86 consecutive calendar days may be used to complete scrimmages and matches. *The season begins with the first day of practice outside the school day or with the first scrimmage/contest when there is no after school practice. The season can be held anytime during the school year, provided it does not exceed the number of consecutive calendar days listed above.

* Volleyball equipment may be checked out to the players on any one day during the week proceeding the first day of school.
4. **No Playoffs.** There shall be no post-season playoffs.

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

- A. **Number of Contests Per Week.** Individual sport participants are limited to one contest, meet, or tournament per week.
- B. **Number of Meets/Tournaments.** No team or student shall compete in more than 6 meets or tournaments including the district meet/tournament.
- C. **Exception to Six Meet/Tournament Limitation.**
 1. **Cross Country, Golf, Swimming, Track & Field.** Schools may also hold competitions with three or fewer schools provided there is no loss of school time. The competition will not count as one of the allowable six, but it will count as one contest per week.
 2. **Tennis.** If four teams meet for the purpose of playing tennis dual matches, it shall not be counted as one of the six tournaments allowed the team or the individual if no school time is lost and if no tournaments draw is set to determine a champion (the competition will count as the one contest per week).
- D. **Season for Workouts and Meets/Tournaments.** There is no mandated season length; however, there is the 6 meet/match limitation per school year.
- E. **No Playoffs.** There shall be no post-season playoffs.
- F. **Track and Field Events.** The track and field events listed in section 1320 (e) (1) of the *UIL Constitution and Contest Rules* may be altered for 7th and 8th grade.

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

RUNNING EVENTS

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

FIELD EVENTS

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

G. Event Limitations.

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

QUESTIONS AND ANSWERS

AWARDS:

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

A: Yes.

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

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

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

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

Q: May a student receive a letter jacket?

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

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

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

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

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

PRACTICES

Q: When may middle school teams' workout?

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

SCHEDULING

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

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

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

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

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

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

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

A: Yes, provided:

1. Only one game is played during the week.

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

SEASONS

Q: Do the individual sports have a set season?

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

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

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

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

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

CAMPS, CLINICS, WORKSHOPS

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

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

OVER AGE STUDENTS

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

A: No. Any student who is 15 on or before September 1 is too old to compete on the 8th grade team. If school policy allows, the student may play on the high school 9th grade or sub-varsity team. The student, however, would have to adhere to middle school rules (e.g. number of contests per week, etc.).

Q: May a student in the seventh grade who has reached his/her fourteenth birthday on or before September 1st play on an eighth grade team?

A: Yes. The student may play on the eighth grade team providing he or she is eligible under all State Laws and academic standards and has not reached his or her 15th birthday on or before September 1.

GIRLS ON BOY'S TEAMS (Non-Discriminatory Policy)

Q: If the middle school girls do not have enough players to have a middle school team, may these girls try out for and participate on the boy's middle school team?

A: Yes. They may tryout for and participate, if selected, on the boy's middle school team (in sports of basketball, football, soccer, or baseball). If an individual sport such as track and field, tennis, or golf, is offered to a boy in middle school, that school must offer the opportunity for an individual female participant to participate in girl's competition.

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

Q: May a team in Conference A use sixth graders when there are insufficient numbers of seventh and eighth grade students to field a team?

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

Example:

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

PARTICIPATION FOR RETAINED STUDENTS

Q: May students participate in more than two years at the seventh and eighth grade level?

A: Yes, provided they are not in violation of the Age Rule, were not retained for athletic purposes, do not participate the first six weeks of a school year, and if they were promoted unconditionally from the previous grade to the next higher grade as required by State Law.

BANQUETS, PARTIES, ETC.

Q: Can a middle school athletic team attend an athletic banquet?

A: Yes. It is recommended that only one banquet or meal be given per activity (or one banquet to honor all sports) by the school or a non-profit organization sponsored by the

Q: Can an athlete participate on a non-school team in the same sport while participating on a school team?

A: Yes, but it is not recommended.

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

A: Only coaches from your feeder high school.

VALUABLE CONSIDERATION THAT SCHOOL TEAMS AND ATHLETES MAY NOT ACCEPT

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

COACHING, SCHOOL FACILITIES

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

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

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

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

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

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

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

- A:**
1. At an opponents field
 2. At a central site
 3. At a central site on Saturday

STRENGTH PROGRAMS

Q: What is our position concerning strength programs?

A: Strength Programs

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

See pages 21, 23 & 24 in the High School Athletic Handbook for Summer Strength and Conditioning policies

ASSIGNMENT AND PAYMENT OF OFFICIALS

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

Game officials assigned should not be changed unless cleared through the Athletic Office. If 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. For Soccer call Mary Duke, at 654-9873 (home) or 383-1256 (cell). For Volleyball call Shelly Whitte at (cell), or 830 779-2924 (work). For Football call Rudy Balli at (work) or 317-3050 (cell). For Basketball call Rudy Lopez at 310-4022 (cell). Fees will be paid by SAISD Finance Office. Schools will submit official receipts directly to the finance office with the official information on an AB17 form and the official receipt (white and blue copy) attached. These forms should be given to the secretary the day after the contest.

The standard five copy form will again be used. This form contains the official's name, payroll number, game officiated, score, etc.

Schools that do not fill two teams must contact officials 24 hours in advance.

EXAMPLE OF OFFICIALS FEE RECEIPT

DATE _____	P.O. _____	VENDOR NO. _____
SAISD ATHLETIC OFFICE OFFICIALS FEE RECEIPT		
<i>TO BE COMPLETED BY COACH</i>		
DATE _____	GAME _____ vs. _____	SITE _____
NO. OF GAMES _____	TIME/S _____	CIRCLE SPORT: VB BB SC SW SB FB BA
INDICATE TEAM (A / B) _____	INDICATE LEVEL (7 8 9 JV VAR) _____	GENDER (BOY / GIRL) _____
		_____ SIGNATURE OF HOME TEAM COACH
<i>TO BE COMPLETED BY OFFICIAL</i>		
S.A.I.S.D. EMPLOYEE (YES / NO) _____	EMPLOYEES' CAMPUS: _____	
OFFICIATING POSITION _____	CLEARLY PRINT NAME (HERE) _____	SOCIAL SECURITY NO. _____
NAME (SIGNATURE) _____	ADDRESS _____	782 ZIP
<i>TO BE COMPLETED BY: ATHLETIC OFFICE (SR SCH) / COACH OR SECRETARY (MDL SCH)</i>		
FEE \$ _____	PMT APPROVED BY _____	DATE _____
COPIES: SR SCH WHITE - ATH OFF BLUE - ATH OFF GREEN - ATH OFF CANARY - ATH OFF PINK - COACH GOLD - OFFICIAL MD SCH WHITE - FIN OFF BLUE - FIN OFF GREEN - ATH OFF CANARY - SCH SCH PINK - COACH GOLD - OFFICIAL		

GAME REPORTING

Each head coach shall e-mail game results by 9:00 a.m. the following school day to Jennifer Moreno jmoreno7@saisd.net who in turn will place on SAISD Athletic page. Scores also must be emailed to RankOne immediately following your contest.

In addition, a weekly campus sports activity result sheet containing teams involved, scores, squad sizes, and whatever problems occurred during that game, will be sent to the Athletic Office on a regular basis.

SUPERVISION AT ATHLETIC EVENTS

There must be adequate supervision for athletic events held on school campuses. 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, supervision, should prevail at all times.

The Principal is in charge of any activity held at his/her campus. It is the responsibility of the Principal to have administrative personnel present at all functions held at the school. Where upon the home team has to play away because of construction constraints it is still the home team's responsibility to provide supervision at the away campus and at the central sites. The authority for athletic contests is the responsibility of the coaching staff under supervision of the Principals.

Security for on-campus activities will be the responsibility of the Principal. 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 a coach (other than the game coach), teacher, or administrator. 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, beverages, balloons or noisemakers brought into any central site facility.**

RULES COMPLIANCE PROGRAM

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

- (A) All coaches must complete RCP training yearly.
- (B) RCP certification must be completed online through the U.I.L. website.
- (C) Coaches who have been ejected from games will be required to appear before the state U.I.L. committee at their own expense. The school must inform UIL of the ejection within 3 days of the incident.

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

Coaches who receive an automatic penalty of public reprimand for being ejected from a game, in accordance with Section 1208 (h), shall automatically be suspended from the next game/contest unless they have proof of being registered. Coaches who are ejected from games must complete the registration process the next season.

CPR, AED, First Aid, & Concussion Certification

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

CPR Requirements - Senate Bill IV

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

Concussion Management Training - State Law (TEC 38.159)

Every coach and athletic trainer is required by state law (TEC 38.159) to undergo two hours of training on concussions prior to Sept. 1, 2012. Information on this requirement is available on the Concussion Information page on the Health and Safety section of the UIL website.

NEW COACH CERTIFICATION

All first year coaches must complete the NFHS Fundamentals Of Coaching Course, at their own expense, prior to their participation as a coach.

REPORTING OF CRITICAL INCIDENTS

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

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

VISITING TEAM INSTRUCTIONS

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

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

GAME SCHEDULING AND SITES

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

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

Where rescheduling of games or sites is necessary, all principals and coaches will be advised prior to the event.

GAME CANCELLATION AND/OR SCHEDULE CHANGES

REASONS FOR GAME CANCELLATIONS AND/OR SCHEDULE CHANGES

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

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.
5. If, on any campus, some unforeseen problem occurs that would affect the playing of any game (example, a water line breaking in the middle of the football field), the principal will call the Athletic Office notifying them of the situation. The Athletic Office will then investigate the overall situation in regards to whether or not the game site can be changed and if the game may still be played or canceled and rescheduled at a later date.
3. Coaches must always keep the school administrator and the Athletic Office informed of any schedule problems or changes within a timely manner.

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

SCHOOL

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

PLAYERS

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

PROCEDURE FOR HANDLING ATHLETIC INJURIES

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

(A) It is the responsibility of the trainer assigned to any athletic event to treat injured athletes and determine whether or not the athlete continues to play.

(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, are a UIL violation.

PUBLIC RELATIONS

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

negative information **must** be avoided. It is advisable to channel injuries, disciplinary measures, academic difficulties, or eligibility problems to the proper authority instead of airing to the press, radio, and television. Any propaganda or information that may be detrimental or discreditable to the athletic program should be handled with tact. If there is uncertainty when approached by the news media, always refer them to the Athletic Department.

SPONSORED ACTIVITIES

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

PROFESSIONAL DISCRETION

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

EJECTIONS

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.***

DRESS CODE FOR COACHES & ATHLETIC TRAINERS

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

PRACTICE ATTIRE FOR ALL SPORTS:

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

INDOOR GAME DAYS - VOLLEYBALL & BASKETBALL

- **Varsity** -- Dress, skirt, slacks, Capris, suit, collared coach's shirt, dress shoes, boots.
- Dressy casual (walking) shorts are only acceptable when playing in unairconditioned gyms.
- Jeans, blue jean shorts, t-shirts, warm-ups, flip-flops and tennis shoes are unacceptable!

- **Sub-Varsity** -- Same as Varsity but may also include dressy jeans & tennis shoes.

- **Middle School** -- Same as Varsity and Sub-Varsity but may also include shorts.

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

- **Varsity, Sub-Varsity & Middle School** - Shorts, wind suits, long pants, Capris, collared shirt (in neutral or school colors), tennis shoes

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 shorts.

GAME DAY - BASEBALL

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

ATTIRE FOR TRAINERS:

GAME DAY

- 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.

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

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

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.

PROCEDURES FOR EVALUATING COACHES

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

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

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

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

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

6. Performance criteria will be rated on a 3-point scale using the following standards: *Proficient*, *Needs Improvement* and *Unsatisfactory*. *Proficient* ratings must meet an 80% or higher standard of performance for credit. A rating of *Not Applicable* shall be considered when any criterion does not apply.
7. A copy of the signed CER will be given to the coach during a private conference. Copies will be sent to the Athletic Department and placed in the employee's Human Resources personnel file.
8. Recommendations for improvement shall be provided whenever a coach's performance is rated as *Needs Improvement* or *Unsatisfactory* in any area.
9. Ratings of *Needs Improvement* or *Unsatisfactory* must be supported with appropriate documentation. Documentation should be developed prior to the completion of the evaluation record and per cumulative data rules as defined by the **San Antonio Independent School District Teacher Appraisal System**. Justification for ratings of *Needs Improvement* or *Unsatisfactory* must be provided in the *Comments* section of the CER.
10. Principals and coaches will receive training on the appraisal instrument and appraisal process at the beginning of each school year and as changes are made. New principals and coaches will receive training as soon as practicable upon hiring.
11. The Athletic Department is available to assist coaches and principals with the appraisal process, as needed.

12. Coaches who disagree with their appraisal may submit a written response to the principal/assistant principal no later than ten (10) working days after receiving the CER. If submitted, responses become part of and attached to the appraisal record.

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

EMPLOYEE NAME _____ CAMPUS _____

POSITION/SPORT COACHED _____ DATE _____

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

I. PROFESSIONAL AND PERSONAL RELATIONSHIP

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

COACHES EVALUATION RECORD

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

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12. Works cooperatively with coaching staff.

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13. Works cooperatively with campus administration.

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14. Works cooperatively with the Athletic Department.

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Comments/Commendations: _____

II. COACHING PERFORMANCE

P NI U N/A

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

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2. Provides responsible supervision for student athletes.

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

--	--	--	--

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

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

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

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

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8. Updates coaching techniques and ideas.

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COACHES EVALUATION RECORD

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

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

--	--	--	--

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

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

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

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

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

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

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17. Meets or exceeds the Minimum Competition Standards as set forth by the athletic office.

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(ratings of NI or U require a growth plan; first year coaches exempt from standards during their initial coaching year)

Comments/Commendations:

III. RELATED COACHING RESPONSIBILITIES

	P	NI	U	N/A
1. Actively participates in campus initiatives which address academic success.				
2. Ensures all student athletes meet eligibility requirements in accordance with UIL competition guidelines.				
3. Encourages athletes to participate in as many sports as desired.				
4. Supports student athletes' participation in other school related activities.				
5. Encourages and/or facilitates opportunities for athletes to further develop individual and team skills during pre and post-season periods. (high school only)				
6. Demonstrates a willingness to share athletic facilities with other school related programs.				
7. Attends in-services, athletic department/school meetings and sports clinics necessary for the growth of the athletic program and the improvement of coaching performance.				
8. Attends all meetings, practices, and athletic events at designated times.				
9. Follows requirements as described in the Athletic Handbook, board policy and district procedures.				
10. Understands and follows rules and regulations set forth by all governing agencies, including but not limited to: UIL, TEA, SAISD Board of Trustees, the District, professional organizations and campus administration.				
11. Submits required documents as listed in the Athletic Handbook to the campus and Athletic Department in a timely manner.				
12. Provides a written report to campus administration and the Athletic Department regarding any critical incident as soon as practical, and no later than 24 hours after the incident, unless otherwise required by the school principal or the Athletic Department.				
13. Assumes responsibility for the proper procurement and care of athletic equipment				

COACHES EVALUATION RECORD

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

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

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

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- 17. Maintains expenditures for the assigned sport within the budget in accordance with board policy and district procedures.
(head coaches only)

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Comments/Commendations: _____

IV. SUPERVISION/LEADERSHIP

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

- | | P | NI | U | N/A |
|---|---|----|---|-----|
| 1. Serves as a liaison for the athletic department. | | | | |
| 2. Communicates athletic department information and philosophy via monthly and regularly scheduled coaches meetings. | | | | |
| 3. Works collaboratively with male/female athletic coordinators to address issues related to the campus athletic program. | | | | |
| 4. Develops a collaborative and vertically aligned program for campuses within their area cluster schools. | | | | |
| 5. Assists in the selection and hiring of new coaches. | | | | |
| 6. Assists in the evaluation of campus-based coaches. | | | | |
| 7. Supervises and coordinates campus athletic facilities. | | | | |

COACHES EVALUATION RECORD

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

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

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Comments/Commendations:

	I have read this performance review and I do agree with its content.
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	I have read this performance review and I do not agree with its content.
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Response will follow:		YES		NO
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SIGNATURES:

EMPLOYEE: _____ DATE: _____

CAMPUS ADMINISTRATOR: _____ DATE: _____
 (Name & Title)

COACHES EVALUATION RECORD/PERFORMANCE DESCRIPTORS

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

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

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

2. ***Provides written lettering award requirements to team members and parents as approved by the principal (high school only).*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. ****Works cooperatively with coaching staff.**

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

13. ****Works cooperatively with campus administration.**

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

14. ****Works cooperatively with the Athletic Department.**

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

V. COACHING PERFORMANCE

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

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

2. ***Provides responsible supervision for student athletes.***

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

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

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

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

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

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

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

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

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

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

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

8. *Updates coaching techniques and ideas.*

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

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

PERFORMANCE DESCRIPTOR: Exhibits positive attitude and enthusiasm.

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

PERFORMANCE DESCRIPTOR: Self-explanatory

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

PERFORMANCE DESCRIPTOR: Self-explanatory

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

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

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

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

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

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

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

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

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

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

VI. RELATED COACHING RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PERFORMANCE DESCRIPTOR: Self-explanatory

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

PERFORMANCE DESCRIPTOR: Self-explanatory

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

PERFORMANCE DESCRIPTOR: Self-explanatory

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

PERFORMANCE DESCRIPTOR: Self-explanatory

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

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

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

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

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

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

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

PERFORMANCE DESCRIPTOR: Self-explanatory

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

PERFORMANCE DESCRIPTOR: Self-explanatory

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

PERFORMANCE DESCRIPTOR: Self-explanatory

VII. SUPERVISION/LEADERSHIP (Athletic Coordinators Only)

1. ***Serves as a liaison for the athletic department.***

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

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

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

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

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

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

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

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

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

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

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

7. ***Supervises and coordinates campus athletic facilities.***

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

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

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

9. *Collects and inputs data each nine weeks.*

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

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

TRANSPORTATION PROCEDURES

Buses will be provided for teams to be transported to all athletic events. The coach will submit an Athletic Trip Request Form for the entire season to the appropriate administrator which in turn will be forwarded to the Transportation Department. If deemed operationally necessary by the transportation and/or athletic office, teams will be combined to ride together without regard for gender, sport, team level or destination.

The Transportation Department can be reached at 223-9792. If there is an extreme emergency, please call this number or the Department of Safety at 271-3124. The fax number for Transportation is 271-7204.

COACHES RESPONSIBILITIES FOR BUS REQUESTS:

1. All communication with the Transportation Department will be conducted through the Athletic Department. Telephone calls will no longer be accepted for transportation requests and /or changes. Coaches must make all changes via the Athletic Department.
2. All athletic transportation requests for games and/or practices must be sent via email using the Athletic Trip Request Form to the appropriate administrator in the Athletic Department. New bus requests, changes and/or cancellations must be sent via email using the Athletic Trip Change Form and sent to the appropriate administrator in the Athletic Department with a cc: to Preston Johnson.
3. The appropriate administrator in the Athletic Department will review the submitted Athletic Trip Request Form and then forward it to Preston Johnson. The Transportation Department will send the transportation schedule to the Athletic office the Wednesday before the following week. This will serve as the trip confirmation. The transportation schedule will then be posted on Transfinder. Last minute requests and/or changes will not be included on the website posting but a confirmation will be sent to the coach and appropriate athletic administrator by the Transportation Department.
4. New requests, changes and / or cancellations should be done at least 24 hours prior to the scheduled times with a fax or e-mail. (only weather and scheduling emergencies will be handled in less than 24 hours)
5. Coaches should verify pick-up and return times through Transfinder.
6. There is a 40 passenger limit per bus.
7. Coaches are expected to have teams ready to travel at scheduled times.
8. Coaches will always accompany their teams on the bus. No coach – no ride!
9. Coaches may not bring their dependent children on a charter or SAISD bus.
10. Student behavior on the bus is to be addressed by the coach.
11. Items left on the bus can be retrieved at the Transportation complex.
12. No pitching machines, exercise bikes or any other large equipment will be transported on the bus.
13. Coaches must use 2-way radio to inform dispatchers of their return late in the evenings, especially after 9:00 p.m.

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

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

- Class B CDL (Commercial Driver's License)
 - Successful completion of the DPS Bus Driver's Certification Class
 - Must have successfully passed the yearly district driver's physical and drug test
1. Campus based school buses are to be used strictly for athletic functions and must be utilized first before a bus from the bus barn is requested.
 2. If a bus from the bus barn is being used with prior approval from Preston Johnson, the coach must call the transportation department the day before to inform them of the time the coach will pick up the bus. 223-9792.
 3. Permission to use a campus based school bus for other functions must come from Mike Daly (MDaly@saisd.net).
 4. All coaches who use SAISD buses are directed to perform a pre-trip inspection before each use (checking fluid levels, tires, lights, brakes, inspection stickers, etc.)
 5. After operating the bus, the coach must empty the air-tanks if the bus has air-brakes, turn all power knobs off, and keep the bus locked at all times. Clean the bus after each trip.
 6. Campus based buses must be fueled up at the transportation department by the coach once it reaches ½ tank. Each coach will be assigned a code and each bus will have a fuel key specifically for that bus only.
 7. Buses picked up from the bus barn must be fueled up upon return. (Full tank)
 8. Vehicle deficiencies should be reported immediately to transportation so that a repair can be made, or a replacement bus can be provided.
 9. Do not drive a campus based bus out of town; a newer bus can be provided by sending an E-mail to Preston Johnson.
 10. Athletic trips are eligible for compensation:
 - 0-74 miles = \$25.00
 - 75-149 miles = \$50.00
 - 150 plus miles = \$75.00Half 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 faxed, e-mailed or sent via pony to Preston Johnson.

SAISD CONFERENCE RULES

MIDDLE SCHOOL PHILOSOPHY

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

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

SPORTS: Football Basketball Track Cross Country
 Volleyball Soccer Golf Tennis

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

RED ZONE	BLUE ZONE
DAVIS	CONNELL
HARRIS	KING ACADEMY
IRVING	LOWELL
LONGFELLOW	PAGE
POE	ROGERS
RHODES	TWIN
TAFOLLA	WHEATLEY
WHITTIER	YWLA

Game Days:

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

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

Order of Play:

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

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

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

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

VOLLEYBALL – 16 BASKETBALL – 14 FOOTBALL - 34

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

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

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

DETERMINING ZONE CHAMPION

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

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

DETERMINING THE WINNER OF A TIED GAME

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

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

Zone basketball games go into overtime.

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

DETERMINING THE WINNER OF ZONE COMPETITION WHEN POINTS ARE TIED

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

TIME ALLOCATIONS & SPECIAL RULES PER SPORT

FOOTBALL

7th grade – eight minute quarters

8th grade – eight minute quarters

*five minute half-time and five minutes between games

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

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

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

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

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

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

BASKETBALL

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

Five minute half-time and five minutes between games

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

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

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

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

VOLLEYBALL

Teams will play a two out of three set match with rally scoring to 25 points with a cap at 30. A third set will be played to 25 points.. (cap @ 25 points)
Each team is allowed two time outs per set.

Three minutes between each set

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

SOCCER

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

Five minute half-time and five minutes between games.

Ties must be broken.

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

GAME PROCEDURES

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

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

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

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

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

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

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

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

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

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

INJURIES

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

CORPORAL PUNISHMENT

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

OFFICIALS

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

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

For Soccer call Mary Duke at 654-9873 (home) or 383-1256 (cell)

For Basketball call JudyBarrientes 253-0679 (cell)

For Football call David Balli at 363-5657.

For Volleyball, call Mary Lou Flink at 287-0167

Middle School Tickets Procedure for Campus Games

1. Coach must obtain Fund Raiser “Request for Approval.”
2. Each campus will ensure that numbered tickets are used for general admission and students at all campus games. Each campus is responsible for providing their own tickets.
3. At the end of each game the coach in charge will generate a game report (see attached.) The coach will give the report and monies to the campus secretary/bookkeeper for deposit on the date of game, or no later than the next school business day following a game.
4. The campus secretary and/or bookkeeper will deposit ticket sales receipts daily. The money should be deposited through the armored carrier service for deposit into the district’s bank. The money will be deposited into the following budget code:
(Girls Account - 865-00-2256-98-XXX.-300000)**
(Boys Account - 865-00-2256-99-XXX.-300000)**
5. If the deposit is not ready for the armored carrier service, the campus secretary/or bookkeeper will keep funds in a secure place. (School safe)
6. Coaches will keep detailed records of all game reports and receipts in their files.
7. Coordinators will be given a copy of all reports to be kept on file.
8. Under **NO** circumstances should tickets be handled or sold by any personnel other than a professional coach or teacher.
9. Keep ticket stubs for five (5) years.
10. Keep a copy of deposit receipt, copy of paperwork and mark the event and date on the ticket stub bag.

** (XXX-Campus number)

GAME REPORT

Date: _____ Sport: _____

Game: _____ Vs _____

Level: _____

Check if no admission was charged. Reason: _____

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

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

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

TOTAL RECEIPTS: \$ _____

After each game, the money will be deposited in to the Special Activity budget code,

(Girls Account - 865-00-2256-98-XXX.-30000)**

(Boys Account - 865-00-2256-99-XXX.-30000)**

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

REPORTING COACH: _____

GAME ADMINISTRATOR: _____

** (XXX-Campus number)

2012-2013 ATHLETIC STAFF DEVELOPMENT DATES

There will be no money allocated for travel or registration reimbursement.
School business days will be awarded as indicated below.

COACHING SCHOOLS

<u>DATE</u>	<u>SCH. BUS DAY</u>	<u>EVENT</u>	<u>SITE</u>	<u>COACHES</u>
July 8-12, 2013		Texas GIRLS Coaches Assoc. Summer Clinic	Austin , TX	
June 16-19, 2013		Southwest Athletic Trainers Convention	Houston, TX	Each H.S. Athletic Trainer
July 29-Aug.1, 2012		Texas High School Coaches Assn. Coaching School	San Antonio, TX	
TBA		Texas High School Coaches Assn. Coaching School	Ft. Worth , TX	
Sept 21,22,23		Texas Interscholastic Swimming Coaches Assn. Clinic	Austin, TX	Each H.S. Head Swimming Coach

Coaches of **HIGH SCHOOLGIRLS PROGRAMS** may attend the THSCA in lieu of the TGCA.

Coaches are reminded that in order to substitute clinics, they must clear the substitution in advance through their Principal and the Athletic Director.

TOURNAMENTS & CLINICS

<u>DATE</u>	<u>SCH. BUS DAY</u>	<u>EVENT</u>	<u>SITE</u>	<u>COACHES</u>
Aug. 15,16,17		SAISD M.S. Clinic	High Schools	All M.S. Coordinators, and Head Coaches of Football, Volleyball, Soccer, Basketball, and Track
Aug. 15		Athletic In-Service	Highlands	ALL Coaches & Trainers

<u>DATE</u>	<u>SCH. BUS DAY</u>	<u>EVENT</u>	<u>SITE</u>	<u>COACHES</u>
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FOOTBALL

TBA	Fri.	Alamo Clinic	San Antonio, TX	Each H.S. Head Football Coach and First Assistant and M.S. Head Football Coach.
TBA		Any approved clinics and college visitation (Coaches may substitute a pre-approved clinic in lieu of the college visitation)	TBA	H.S. Head Football Coach and First Assistant

BASKETBALL

Feb.28, Mar.1,2	Fri. 1	Girls State Tournament	Austin, TX	H.S. Girls Head Basketball Coaches
Mar. 7,8,9	Fri. 8	Boys State Tournament	Austin, TX	H.S. Boys Head Basketball Coaches
May 16,17	Fri. 17	Texas Assn. of Basketball	San Antonio	H.S. Head Basketball Coaches

VOLLEYBALL

Nov.15,16,17	Fri. 16	State Tournament	Curtis Culwell Center Caldwell, TX	H.S. Head Volleyball Coaches
TBA		Any Pre-approved clinic	TBA	H.S. Head Volleyball Coaches

BASEBALL

Jan. 10,11,12	Fri. 11	Waco Clinic	Waco, TX	H.S. Head Baseball Coaches
June 5,6,7,8	Fri. 7	State Tournament	Austin, TX	H.S. Head Baseball Coaches

SOFTBALL

TBA		Any approved clinic	TBA	H.S. Head Softball Coaches
May 29,30,31-June 1	Fri. 31	State Tournament	Austin, TX	H.S. Head Softball Coaches

<u>DATE</u>	<u>SCH. BUS DAY</u>	<u>EVENT</u>	<u>SITE</u>	<u>COACHES</u>
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TRACK

TBA		SAISD Clinic	Alamo Stadium	H.S. - Facilitators M.S. Track Coaches- Participants
TBA		Any pre-approved Clinic	TBA	H.S. Head Track Coaches
April 26-27		Regional Track Meet	Heroes Stadium NEISD	H.S. Head Track Coaches assigned to work
May 10-11	Fri. 10	State Meet	Austin, TX	H.S. Head Track Coaches

CROSS COUNTRY

Nov. 3		Regional	TBA	H.S. Cross Country Coaches
Nov. 10		State Meet	Old Settlers Park Round Rock, TX	H.S. Cross Country Coaches

SOCCER

Various		SAISD Clinic	Feeder High Schools	All M.S. Head Soccer Coaches
April 18,19,20	Fri. 19	State Tournament	Georgetown, TX	H.S. Head Soccer Coaches
TBA		Texas Association of Soccer Coaches	Georgetown, TX	H.S. Head Soccer Coaches

SWIMMING

Sept. 21,22,23		TISCA Meeting	Austin, TX	H.S. Head Swimming Coaches
Feb. 22,23	Fri. 22	State Tournament	Austin, TX	H.S. Head Swimming Coaches

TENNIS

TBA	One day	Any pre-approved Clinic	TBA	H.S. Head Tennis Coaches
Nov. 2,3	Nov. 2	State Team Tennis	Austin, TX	H.S. Head Tennis Coaches
Apr. 29,30	Apr.29,30	State Tournament	Austin, TX	H.S. Head Tennis Coaches
TBA		SAISD Clinic	Brackenridge	H.S. - Facilitators M.S. Tennis Coaches- Participants

<u>DATE</u>	<u>SCH. BUS DAY</u>	<u>EVENT</u>	<u>SITE</u>	<u>COACHES</u>
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GOLF

TBA		SAISD Clinic	San Pedro Field	M.S. Golf Coaches
TBA	One Day	Any pre-approved clinic	TBA	H.S. Golf Coaches
Apr. 29,30	Apr. 29,30	4-A State Golf Tournament	Austin, TX	
May 1,2,3,	May 1,2,3,	3-A State Golf Tournament	Austin, TX	

TRAINING PROGRAM

Jan. 17 th -19 th		University of Texas Health Science Ctr. Sports Symposium	San Antonio, TX	Each H.S. Athletic Trainer and Assistant
June 6 th -9 th		Valley Athletic Trainers Assoc. Symposium	South Padre Island, TX	Each H.S. Athletic Trainer and Assistant
June 24 th -27 th		National Athletic Trainers Convention	Las Vegas, NV	Each H.S. Athletic Trainer
June 16 th -19 th		Southwest Athletic Trainers Convention	Houston, TX	Each H.S. Athletic Trainer

WRESTLING

Feb. 22,23	Fri. Feb.22	Wrestling State Meet	Austin, TX	H.S. Head Wrestling Coach
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ATHLETIC EQUIPMENT CONTROL

NEW EQUIPMENT

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

ISSUANCE AND RETURN OF EQUIPMENT

The issuance of equipment shall be made at the opening of the season in reasonable quantities for the season's needs. Issuance is made from Alamo Stadium and shall be recorded on the proper form. All equipment issued must be returned at the completion of each season.

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

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

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

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

All coaches purchasing athletic equipment from their own fundraisers will report it on their regular inventory. Make sure purchases are identified as either athletic office purchases or school purchases. All SAISD teams are expected to wear the uniform issued by the SAISD Athletic Office.

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

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

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

Disposal of all unusable athletic equipment is authorized as scrap if, in the opinion of the Director of Athletics, the equipment has no resale value at auction or could be traded by SAISD for new equipment; hence, **advance**

approval of such action by the Director of Athletics is necessary. Equipment that is to be destroyed should be brought to Alamo Stadium. The Head Coach and Athletic Coordinator should fill out the disposal form and schedule an appointment with the Assistant Athletic Director of their sport for inspection and disposal.

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

Any equipment lost by an athlete shall be paid for by that school according to the price list provided by the Assistant Athletic Director in charge of equipment. Monies collected for such equipment shall be turned in to the Athletic Office and upon receipt of said monies; a receipt will be provided to the coach and the school.

No changes in uniform colors or designs will be accepted by the Athletic Office unless approved in writing by the Principal (or some instances, Board approval).

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

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.
 - **“B” Team Coaches**
The “B” 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 Middle School Head Coaches

Mission Statement:

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

Middle School Head Coaches are required to:

1. Serve as a role model that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to their athletes and coaching staff the same behavior and dress that they require of them in practice and competition. Implement the same system as high school program and scout for high school as assigned by the high school coordinator.
2. Attend all assigned in-service programs, clinics and staff meetings set up by the Athletic Department, athletic coordinator, or Principal.
3. Teach good fundamental skills while being positive with their athletes.
4. Maximize each individual's contribution to the team, encourage athletes to support one another in a positive manner, recognize good effort, sportsmanship, and individual achievements.
5. Maintain equipment, (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
6. Inventory all equipment of coaches leaving their athletic program or school and collect their keys.
8. Keep up-to-date records (squad lists, insurance forms, physicals, season statistics, parent approvals, and eligibilities).
9. Have a systematic method of recruiting athletes and maintaining their eligibility and team membership.
10. Provide proper supervision for all team members during practice, game, and athletic events.
11. Assist in the operation of various sports activities and as assigned by the Athletic Office.
12. Set a proper example by being prompt and on time to all meetings, practices, and athletic events.
13. Encourage strong lines of communication with coordinator, principal, and Athletic Office.
14. Adhere to the Athletic Department procedures in addressing student athlete injuries.
15. Maintains filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents
16. Develop good work ethic among athletes by practicing five days a week at a time appropriate in length.
17. Games and practice should reflect good planning and organization.
18. Plan, manage, and supervise all practices, locker rooms, and game situations.
19. 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.
20. Invite High School staff to social gatherings, banquets, and athletic activities sponsored by the Middle School and attends their functions as well.
21. Exhibit proper leadership skills when dealing with their athletes, coaching staff, other coaches, opponents, fans, and parents.
22. Demonstrate fairness, understanding, tolerance, patience, care and concern for their student athletes.
23. Demonstrate concern and involvement in all sports regardless of individual assignments.
24. 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.
25. 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.
26. Communicate to team members the importance of accepting responsibility for their decisions and their own behavior on and off the playing field.
27. 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.
28. 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.
29. 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.

30. Stay current in RCP, CPR, AED, First Aid, Safety Training and Concussion Management Training (2 hours every 2 years) and make certain that all personnel on their staff are certified by keeping copies of their certifications on file.
31. Dress according to "Dress Code for Coaches and Athletic Trainers."
32. Perform other duties related to the athletic program, as stipulated by SAISD.
33. Any coach hired after August 1, 2011 will be required to obtain a CDL certification.

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

Teacher/Coach Signature

Date

SAISD Expectations & Job Description For Middle School Coordinators

Mission Statement:

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

Middle School Coordinators are required to:

1. Maintain an open line of communication with the school administration, Athletic Department, community, staff and athletes in reference to expectations of appropriate conduct and performance in their high school and middle school athletic programs.
2. Ensure that their coaching staff maintains the perspective that a quality education is of the highest priority in working with our student athletes. They must work together with parents, school staff, and athletes to avoid academic failure and discipline problems.
3. Disseminate Athletic Department information received at monthly coordinators meetings to all appropriate coaching staff ensuring that each coach on their campus is aware of all UIL Rules and Regulations, changes, and implications.
4. Cooperate with the Athletic Department and school in regards to submitting documents as listed in the Athletic Handbook and mandate that all policies in the Athletic Handbook be followed.
5. Follow the due process procedures established by the San Antonio Independent School District in conjunction with the policies of the Athletic Department.
6. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
7. Perform the responsibilities of their coaching assignment, and attend in-services or clinics necessary for growth of their athletic programs.
8. Understand and follows rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, National Federation Associations, Board of Education, and the school district administration.
9. Promote all sports in the athletic program, foster school spirit and pride, participate in athletic related school functions, and assist in the supervision of the athletic activities on campus.
10. Prepare and send all paperwork or computer program 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. Ensure that all programs are practicing five days a week.
14. 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.
15. 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.
16. Stay current in RCP, CPR, AED, First Aid, Safety Training and Concussion Management Training (2 hours every 2 years) and make certain that all personnel on their staff are certified by keeping copies of their certifications on file.
17. Review and document student athlete eligibility throughout the school year to help keep academic excellence both on and off the court in the forefront.
18. Perform other duties related to the athletic program, as stipulated by SAISD.
19. Dress according to "Dress Code for Coaches and Athletic Trainers"
20. Attend scheduled athletic coordinator's meetings as assigned by the Athletic Office.
21. Organize and implement regular school staff meetings with all coaches on campus.
22. Maintain an inventory of all equipment of coaches leaving district, school etc. and collect keys as directed by the principal.
23. Any coach hired after August 1, 2011 will be required to obtain a CDL Certification.
24. Oversee all programs to ensure that paperwork (squad lists, insurance forms, physicals, parent approvals and eligibility) are complete.

**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.**

Teacher/Coach Signature

Date

SAISD Expectations & Job Descriptions For Middle School General Assistant Coaches

Mission Statement:

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

Middle School General Assistants are required to:

1. Serve as a role model to athletes, coaches, and faculty that exemplify leadership, moral character, commitment, good sportsmanship and dedication by modeling to athletes the same behaviors and dress that are required of them in practice and competition.
2. Assist head coach in planning and organizing the middle school athletic program, implementing the same system as the high school program and scouting for high school as assigned by the high school coordinator.
3. Develop and foster a positive relationship with the head coach, Principal, Athletic Department, other department heads, and the community in order to solicit support for the high school athletic program.
4. Support and be loyal to the head coach in dealings with the team, media, campus administrators, or any situation that requires the assistant coach's input or cooperation.
5. Demonstrate concern and involvement in all sports regardless of individual assignment.
6. Visit high schools when needed and take the opportunity to use high school facilities when offered.
7. Invite the high school staff to middle school banquets, games, and/or special events and include them in any social gatherings sponsored by the middle school.
8. Maintain equipment through the supervision of the equipment storage, identification, issuance procedures, and ordering policies as delegated by the head coach.
9. Be knowledgeable of good scouting techniques, film breakdowns, and be of assistance to the head coach in the planning, organizing, and implementing of practices and game situations, both offensively and defensively.
10. Promote good weight training techniques and be able to run strength and conditioning programs as assigned by the head coach or athletic coordinator.
11. Maintain up-to-date records for the athletic programs (squad lists, insurance forms, squad size forms, end of season win-loss records, physicals, parent approvals, and eligibility lists) as directed by the head coach.
12. Supervise athletes at athletic events, practices, and games as assigned by the head coach.
13. Assist in recruiting athletes, maintaining their eligibility, and maximizing their performance through positive reinforcement, care and concern.
14. Maintain and coordinate the use of the campus facilities and shared practice facilities (gym usage, field usage, and weight room) for sports during in-season and off-season time periods as assigned by the head coach.
15. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
16. 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.
17. Attend scheduled coaches' meetings as assigned by the Athletic Office, athletic coordinator and head coach.
18. Abide by all University Interscholastic League, San Antonio Independent School District rules and regulations, and Athletic Department policies.
19. Stay current in RCP, CPR, AED, First Aid, Safety Training and Concussion Management Training (2 hours every 2 years) and make certain that all personnel on their staff are certified by keeping copies of their certifications on file
20. Perform other duties related to the athletic program, as stipulated by SAISD.
21. Dress according to "Dress Code for Coaches and Athletic Trainers."
22. Develop a good work ethic among athletes by practicing five days a week at a time appropriate in length.
23. Any coach hired after August 1, 2011 will be required to obtain a CDL Certification.

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

Teacher/Coach Signature

Date

SAISD Expectations and Job Descriptions For High School Head Basketball Coaches

Mission Statement:

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

High School Head Basketball Coaches are required to:

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

20. Stay current in RCP, CPR, AED, First Aid, Safety Training and Concussion Management Training (2 hours every 2 years) and make certain that all personnel on their staff are certified by keeping copies of their certifications on file
21. Games and practices should reflect good planning and organization.
22. Involve middle school coaches and assistant coaches in planning and organizing athletic programs where it affects the high school sports and middle school program.
23. Teach and demonstrate good sportsmanship.
24. 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.
25. Dress professionally for all facets of your job including workouts and competitions.
26. Dress according to "Dress Code for Coaches and Athletic Trainers."
27. Perform any other duties as assigned by the Principal and Athletic Office.
28. Prepare and send recommendation letters to colleges or universities regarding their athletes.
29. Follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.
30. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
31. Attend all assigned in-service programs.
32. Follow district procedures related to student activity accounts.
33. Maintain expenditures for your sport within the athletic department assigned budget.
34. All coaches must also meet the expectations for team and student participation as described in the Minimum Competition Standards associated with their coaching assignment.
35. Act as liaison to their middle school feeder programs between the high school and middle school coaching staffs, and principals.
 - a. Make weekly visitations to the middle school campuses within the (cluster) feeder pattern to provide support and feedback regarding the athletic program. Exceptions to maintaining weekly contact should be approved by the High School Coordinator. These weekly visits will not be required during basketball season.
 - b. Use and provide feedback via the weekly observation reports at each of the (cluster) feeder school programs with a copy sent to the Middle School Principal, the High School Head Coach of the appropriate sport and both the H.S. and M.S. Coordinators.
 - c. Promote vertical alignment of athletic programs and document the status of the Five Skill Expectations on the weekly observation form.
 - d. Develop a schedule for fulfilling the duties and responsibilities to be approved by the Athletic Coordinator and collaborate with him/her regarding the middle school program on a weekly basis.
 - e. Monitor athletic participation by conferencing with M.S. Head Coaches during weeks two, five and nine of their season and documenting the status on the weekly observation report. Refer to participation benchmarks for each sport.
36. 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.
37. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
38. 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.
39. Report directly to the campus Athletic Coordinator.
40. Videotape varsity games during the football/volleyball season and spring football games if applicable.
41. Supervise sub-varsity games year-round as determined by Athletic Coordinator.

42. Assume responsibility for track meet assignment(s) as determined by Athletic Department and/or the Athletic Coordinator.
43. Supervise open gym/weight room during the off-season. The opening of the gym/weight room must be coordinated with the appropriate Athletic Coordinator.
44. The responsibilities are year round responsibilities; however, the weekly visitations and weeks two, five and nine conferences will be suspended during the basketball season. The coach will report to work each year at a time designated by the Athletic Department.
45. Any coach hired after August 1, 2011 will be required to obtain a CDL Certification.

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

Teacher/Coach Signature

Date

THIS IS AN ADDENDUM TO THE JOB DESCRIPTIONS FOR ALL COACHES ON THE MIDDLE SCHOOL LEVEL.

- * Attend middle school banquets, games and/or special events. Involve parents and community as a whole in the athletic program.
- * Show total concern and involvement, (i.e. interest, supervision, discipline, academics) in all sports regardless of individual assignment. Hold regular staff meetings.
- * Follows district procedure for the purchase of equipment.
- * Follow district procedure related to student activity accounts.
- * Maintains expenditures for the assigned sport within the budget as submitted by the Athletic Department.

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.

MIDDLE SCHOOL ATHLETIC INSURANCE GUIDELINES

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

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

Procedures for handling claims and medical bills:

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

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

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

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

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

***Questions concerning athletic insurance and completion of claim forms should be directed to Hazel Givens-Insurance Office- Phone number 299-5578, SAISD.

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

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

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

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

HEAT STROKES

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

Profound dysfunctions of the central nervous system:

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

A temperature of 105 degrees or over

Hot, red, dry skin

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

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

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

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

Approximately two weeks are required.

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

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

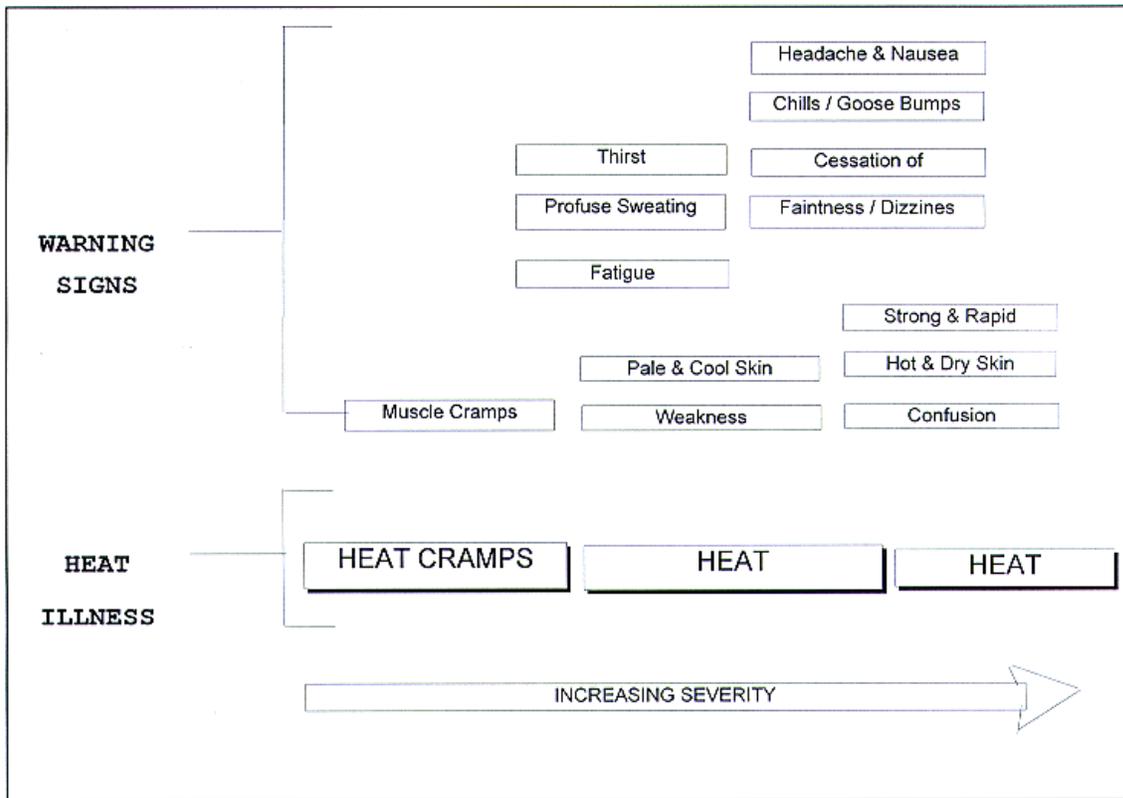
It is for the same reason that the entire football uniform complete with helmet need not be worn throughout the entire practice session especially during hot, humid days. There has been some belief that this practice of wearing the entire uniform throughout the practice session is necessary for toughening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

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

HOT SPOTS

HEAT ILLNESS

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



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, 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 GUIDELINES FOR MIDDLE SCHOOL ATHLETES

Dear Parent:

Your son or daughter has expressed a desire to participate in the Athletic Program at _____ Middle School. It is the belief of the coaching staff at _____ Middle school that athletics can do more for your child than teach him to play the sport he/she chosen.

We believe athletics instills the desire to win, attain personal goals ensuring maximum team effort, builds strength of body, and strength of character. The latter of these qualities determines the success of the first three.

It is our belief that strength of character is the foundation upon which to build the well developed, well polished individual. Athletes, as people in any specialized field, have a unique role to play. They are constantly being monitored by their peers, teachers, and the community. By constantly being under this scrutiny, athletes must have strength of character and be constantly aware of the role they have assumed. They must be certain they present to their peers, teachers, and community respect, sincerity, and honesty expected of a young lady or gentleman.

We believe very strongly that our athletes should possess these qualities. Because of this belief, we have established the following set of guidelines to be followed by all athletes at _____ Middle School.

ALL ATHLETES, REGARDLESS OF SPORT, MUST:

1. Abide by all University Interscholastic League (UIL) rule specifications, and abide by local athletic policy.
2. Attend every practice session and athletic contest unless ill or emergency situations. (Parents or athlete must call in if not attending a practice session.)
3. At all times, respond to every situation as young lady or gentleman.

ALL ATHLETES, REGARDLESS OF SPORT, MUST NOT AT ANY TIME BREAK THE FOLLOWING TRAINING RULES:

1. Athletes will not smoke, and/or use tobacco or snuff.
2. Athletes will not consume or possess alcoholic beverages of any kind.
3. Athletes will not use or consume any type of drugs, steroids, or narcotics (except for medical purposes).
4. Athletes will not conduct themselves in a manner unbecoming of a lady or gentleman.

Violation of these athletic policies will result in appropriate disciplinary action being taken against the student and could result in his/her removal from the athletic program at _____ Middle School. Therefore, we ask your cooperation in motivating your son or daughter to observe these rules to that he or she will receive the maximum benefit from the program.

Enclosed is the Discipline Management for _____ Middle School Athletes which you may retain. We have discussed these rules with your son or daughter. Please read them, discuss them again with your son or daughter. After you have read these, please sign and return this letter stating you both understand the rules.

If you have any questions please call me at _____ Middle School, at _____.

Sincerely,

_____ Middle School

Parent Signature

Student Signature

Date

Date

ATHLETIC GUIDELINES FOR MIDDLE SCHOOL ATHLETES

I. Classroom Conduct

1. _____ Middle school athletes will observe all disciplinary roles established for regulating the conduct of students in the San Antonio Independent School District as published in the Student Handbook.
2. Any athlete suspended from school will be ineligible to participate in his or her teams' next competition following the students return to school.
3. Delinquency acts such as skipping class, school, or practice will not be tolerated.

II. On the Field Conduct

1. Athletes will obey all instructions given by the coaches. Insubordination will not be tolerated and will be followed by prompt disciplinary action. Insubordination is grounds for immediate loss of playing privilege.
2. Good sportsmanship is the essence of any athletic program unsportsmanlike conduct will not be tolerated. Fighting, disrespect for officials, or public displays of temper certainly constitutes unsportsmanlike conduct and appropriate disciplinary action will follow any such conduct. Unsportsmanlike conduct is grounds for immediate loss of playing privilege.

III. Conduct on Trips

1. Athletes will conduct themselves in accordance with the coaches' instructions on all trips. Failure to obey a coach's instruction will result in disciplinary action being taken. Failure to follow coaches' instructions is grounds for immediate loss of playing privilege.
2. The Dress Code promulgated by the San Antonio School District applies on all trips.

IV. Training Rules

Since physical conditioning is necessary to ensure the success of any athletic program and is extremely beneficial to the athlete, training rules must be established to ensure that the person desiring to participate in any athletic program remains in proper physical condition to safely participate and also to ensure that the athlete receives the maximum benefit from the program. Accordingly,

1. Curfew in season. In-season begins the day equipment is issued to an athlete and continues until all equipment is turned in.
2. The use of tobacco, in any form, by any athlete is prohibited.
3. The consumption of alcoholic beverages of any kind, variety or description, including beer, liquor, wine, malt liquor, ale, and/or mixed beverages by any athlete is prohibited.
4. The consumption on or use of marijuana of any species, or any narcotic or dangerous drug listed as a controlled substance by the Texas Controlled Substances Act is prohibited, unless the same is consumed or used in accordance with the prescription obtained from a doctor of medicine.