

**SPRING BRANCH ISD  
ATHLETICS**

**DEPARTMENT HANDBOOK  
2018-2019**

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## Spring Branch Independent School District

Paige Hershey, CMAA  
Cheryl Etlinger, CAA  
Dwayne Eggerman, CAA  
Michael Stokebrand, CAA

**Athletics**  
1050 Dairy Ashford  
Houston, TX 77079  
Phone (713)251-1200

It is our intention that this handbook serve as a reference guide regarding the athletic program of Spring Branch Independent School District.

The policies within this handbook are driven by state law, Texas Education Agency guidelines, policy and rules from the University Interscholastic League, Spring Branch ISD board policy, and best practices recognized by such organizations as the NFHS and NIAAA. The SBISD District Athletic Department has created this handbook to ensure that adherence to these regulations and best practices are a part of the standard procedures of our coaches and student-athletes.

It is the belief of our school district that athletics plays a vital role in the development of the whole student. When well-conceived, there are few venues that offer a young person a better place to test their mettle, nurture the habits of hard work, teamwork, dedication, persistence and resilience more than athletics. Our mission as a department is to provide an environment that fosters opportunities for growth for all of our student-athletes while working to compete at the highest possible level.

Athletics is designed to accommodate students who have the ability and emotional stability to handle competition as we know it within the individual athletic programs of Spring Branch ISD. In some instances, not all students that hope to compete on a team will have the opportunity to do so; participation in athletics is a privilege, not a right. To the greatest extent possible, however, it is our aim to find ways that students who want to participate can. It is our belief that regardless of athletic ability, that every student in our care is valued and challenged to be their best in the classroom and in the athletic arena. Everyone on the team is important.

As a department, we believe it is our responsibility to exhibit the same beliefs and mission as the great district of which we are a part. To that end, we challenge our athletic administrators, coaches and student-athletes to adopt a growth mindset that stretches them to be their best, while embracing the policies, practices and guidelines in the pages that follow.

**Paige Hershey**  
Executive Director of Athletics

*Inspiring minds. Shaping lives.*  
Dr. Scott R. Muri, Superintendent of Schools

[www.springbranchisd.com](http://www.springbranchisd.com)

# SPRING BRANCH ISD ATHLETICS



## OUR MISSION

To transform lives through the power of sport: one student-athlete, one team, one community at a time.

## OUR BELIEFS

We believe our charge, through a student-centered approach, is to:

- Build on the strengths and gifts of each student-athlete and coach.
- Provide every student in our program with competitive opportunities and quality experiences.
- Instill, in every student, the belief that they can achieve more than they think possible.
- Develop the mindset that every adult in our program is responsible for and committed to providing a foundation for all the students in our care so that they successfully complete some form of higher education and become productive citizens.

## OUR PROGRAM OBJECTIVES

- Involve as many students as possible in a positive competitive athletic environment.
- Instill in all students an exemplary work ethic and the qualities of accountability, citizenship and a high degree of sportsmanship.
- Provide all sub-varsity athletes with the opportunity to participate in contests if eligible and in good standing.
- Develop and maintain a complete and comprehensive off-season program.
- Have all programs represented with class, character and dignity.
- Establish successful programs so that all participants enjoy a positive learning experience.
- Demonstrate that each of our athletic teams is well coached, highly disciplined and well-organized.
- Establish a district-wide bond of loyalty and pride that reflects the principles, integrity and attitude of the Spring Branch ISD.
- Ensure that the Spring Branch ISD Athletic Department objectives support the mission and embody the core values of the Spring Branch ISD.

**Paige Hershey**  
**Executive Director of Athletics**

**Cheryl Etlinger**  
**Director of Athletics**

- HS/MS Cross Country
- HS Team Tennis, Spring Tennis
- HS/MS Basketball
- HS Softball
- District Reunification
- Finance
- Academic & UIL Compliance
- Curriculum, Staff Development
- Human Resources
- Concessions
- Camps, S&C Camp

**Dwayne Eggerman**  
**Coordinator of Athletics**

- HS/MS Football
- HS/MS Soccer
- HS Baseball
- HS Golf
- Oversee Stadium Operations
- Athletic Facility Rentals
- Sports Medicine
- Planning and Construction
- Purchasing (contracts, awards)

**Mike Stokebrand**  
**Coordinator of Athletics**

- HS/MS Volleyball
- HS Swimming & Diving
- HS/MS Track
- Oversee Natatorium w/Facilitator
- Dept Communications
- Club Water Polo
- Advanced Movers
- Money, Tickets
- Risk Management for Department

**David Hughes**  
**Manager of District Grounds/IPM**

- Maintenance of District Grounds
- Care of Athletic Fields (secondary)
- Integrated Pest Management Coordinator
- Small Engine Repair
- Lacrosse/Rugby liaison
- Department Keys

**Sean Muras**  
**Athletic Facility Supervisor**

- Athletic Service Workers
- UIL/non-UIL Event Setups
- Oversee Maintenance & of all District Athletic Facilities
- Oversee Set-up of all District Athletic Facilities

**Nastia Pozdniakova**  
**Natorium Facilitator**

- Natorium Facilitator
- District Diving Coach for all 4 High Schools
- Oversee all Usage & Rentals at Natatorium



# Athletic Department Support Staff

**Claudia Solorzano**  
(x1216)

**Budget & Procurement Specialist**

- Purchasing, bids, quotes
- Requisitions and Purchase Orders
- Board agenda items
- Entry fee disbursement
- Enterprise car rentals
- Travel Requests and reimbursements
- Vendor requirements

**Jessica Escobar Galvez**  
(x1208)

**UIL Compliance and Records Specialist**

- Assist with PAPF processing
- Policy and Sport Schedules
- Certification records
- Record Management
- Staff Development--Eduphoria
- NFHS, NIAAA contact

**Jackie Wesley**  
(x1209)

**Payroll Specialist**

- Athletic Department Payroll
- Transmittals & Insurance payments
- Temporary Worker Applications
- Officials, Camp Pay
- Extra event worker pay
- Letter Jackets
- Workman's Comp

**Monica Tlass**  
(x1225)

**Rental Specialist**

- Review all rental requests
- Non SBISD Sport rentals
- Rental event logistics & workers
- Playoff invoicing
- Graduation invoicing
- Rental budget and invoicing

**Lisa Reese**  
(x1206)

**Office Specialist**

- Tickets, Money
- Season passes, Punch passes
- Player passes
- Receiving
- Assist with Contest Workers
- Athletic department website
- Office ordering

**Carolina Vargas**  
(x1201)

**IPM Records and Compliance**

- Grounds Payroll
- Grounds Inventory and Record
- Work Orders
- ASW/Grounds Safety Compliance
- Assist with Receiving

**Aislen McCrea**  
(x1207)

**Concessions Manager**

- Concessions Inventory and Stocking
- Oversee Concession Budget
- Concession Workers
- Department Hospitality

## **HIGH SCHOOL CAMPUS ATHLETIC ADMINISTRATION**

Gary Koch	Memorial HS CAD
Beth Gammill	Memorial HS Asst CAD
Craig Cripps	Memorial HS Asst CAD
Jeff Sciba	Northbrook HS CAD
Vanessa Garcia-Wheeler	Northbrook Asst CAD
Ed Ramirez	Northbrook Asst CAD
Keith Cripps	Spring Woods HS CAD
Rebecca Campbell	Spring Woods HS Asst CAD
Will Banks	Spring Woods HS Asst CAD
Todd Rankin	Stratford HS CAD
Gena McGee	Stratford HS Asst CAD
Tim Johnson	Stratford HS Asst CAD

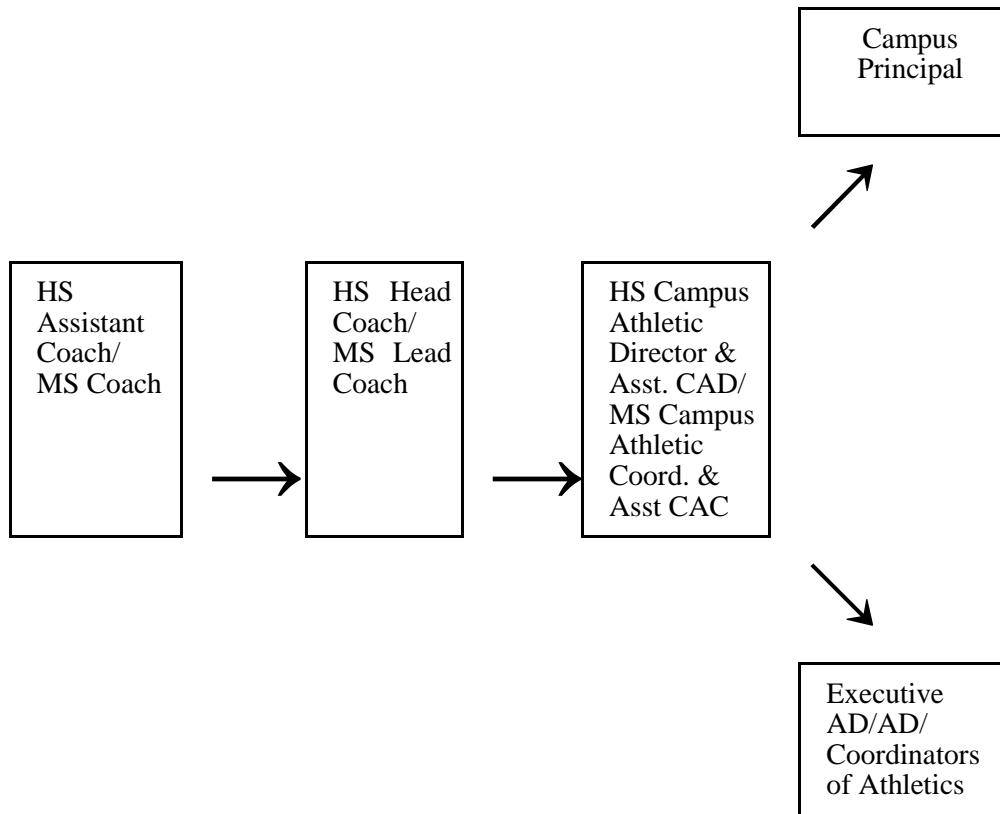
## **MIDDLE SCHOOL CAMPUS ATHLETIC ADMINISTRATION**

Priscilla Loera	Landrum MS CAC
Mitchell Maxwell	Landrum MS Asst CAC
Bree Drury	Memorial MS CAC
Charles Barnes	Memorial MS Asst CAC
Hope Grochmall	Northbrook MS CAC
Leticia Hogeda	Northbrook MS Asst CAC
Chenique Whitney	Spring Branch MS CAC
Scott Singletary	Spring Branch MS Asst CAC
Ryan Harvey	Spring Forest MS CAC
Amy Downey	Spring Forest MS Asst CAC
Scott Walker	Spring Oaks MS CAC
Yolanda Wells	Spring Oaks MS Asst CAC
Eddie Kelley	Spring Woods MS CAC
TBD	Spring Woods MS Asst CAC

## **SPORTS MEDICINE STAFF BY CAMPUS**

Tyra Harrell, District Lead Trainer	Spring Woods HS Head Athletic Trainer
Sarah Sturm	Spring Woods HS Assistant Athletic Trainer
Rochelle Abrams	Memorial HS Head Athletic Trainer
Daniel LaVoy	Memorial HS Assistant Athletic Trainer
Johnny Gomez	Northbrook HS Head Athletic Trainer
Laquanda Williams	Northbrook HS Assistant Athletic Trainer
Melissa Quigley	Stratford HS Head Athletic Trainer
Marianne Landon	Stratford HS Assistant Athletic Trainer

# ATHLETIC PROGRAM CHAIN OF COMMAND



**CODES OF CONDUCT & ETHICS, LEGAL DUTIES & GOVERNANCE**  
**APPLICABLE TO SPRING BRANCH ISD COACHES**

**Spring Branch ISD Coaches will be expected to adhere to the SBISD and UIL Coaches' Codes of Conduct and the NFHS Coaches' and Texas Educators' Codes of Ethics.**

**A. SPRING BRANCH ISD COACHES' CODE OF CONDUCT**

- Coaches will adhere to the district policies and guidelines of the athletic program.
- Coaches will adhere to all UIL rules in both letter and spirit.
- Coaches will support all administrative decisions regarding policies and regulations pertaining to the SBISD athletic program and the campus athletic program of which they are a part.
- Coaches will keep all differences of opinion among coaches confidential and will not discuss sensitive issues in public.
- Coaches will not discuss issues pertaining to an athlete among the athlete's peers or others outside of the coaching and administrative staff of the school.
- Coaches will not place the value of winning above the well-being of all of the athletes competing, both their own and those on the opposing team, or above the ideals of proper character.
- Coaches will conduct themselves in such a way as to maintain the integrity and dignity of Spring Branch ISD and the coaching profession.
- Coaches will strive to improve their coaching effectiveness and professional status through participation in local, state and national organizations, coaching clinics, in-service workshops, etc.

**B. UNIVERSITY INTERSCHOLASTIC LEAGUE COACHES' CODE OF CONDUCT**

The code for athletic sponsors include the principles described in Subsection (a) and the purposes listed in Section 1200. Further, the coaches' code includes:

- Being aware of, understanding and following all rules governing the competition for which the coach is responsible.
- Informing one's immediate supervisor in writing the next school day after a contest if ejected from that contest for unsportsmanlike actions, or, in football, if given two 15-yard unsportsmanlike penalties during one contest, knowing that such conduct requires automatic penalty.
- Treating athletes based on what is best for the education, general welfare and health of the student.
- Professional loyalty to other coaches.
- Not removing a team from a contest as a protest.
- Adhering to in-season and out-of-season practice regulations.
- Adhering to policies which do not force athletes to specialize or restrict them from participation in other sports.
- Allowing students to participate in one school sport without requiring, as a prerequisite, participation in another school sport.
- Abstaining from any practice which would bring financial gain to the coach by using a student's participation in a camp, clinic, league or other non-school athletic event, such as a rebate for each player sent to a particular camp or from each player using a particular product.
- Coaches shall not charge a fee for private instruction to student-athletes during the school year. The restriction on charging fees for private instruction applies only to those students who are:
  - a. In grades 9-12; and
  - b. From the coach's attendance zone; and
  - c. Participating in the sport for which the coach is responsible.

- Abstaining from any practice that makes a student feel pressured to participate in non-school activities.
- Avoiding any coaching practice which would endanger the welfare or safety of any player.
- Emphasizing the academic progress of all participants by a regular, documented check of their academic standing, both in-season and out-of-season.
- Scheduling games and practices to avoid loss of study or class time.
- Utilizing the best and most current teaching, coaching and training methods through affiliation with professional associations and publications.
- Abstaining from any practice that solicits teachers to modify a participant student's grade for eligibility purposes.
- Avoiding any actions that encourage, condone or tolerate the use of performance enhancing drugs by any student-athlete.
- Emphasizing a chemical awareness program that informs and educates students of the damaging effects of anabolic steroids and other illegal drugs.
- Disclosing to opposing schools any known conflict of interest with an assigned sports official prior to a contest.

### C. NATIONAL FEDERATION OF HIGH SCHOOLS COACHES' CODE OF ETHICS

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes will be treated as though they are members of the coach's families, and their welfare should be of primary concern at all times.

**The coach** must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

**The coach** shall uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep clubs, sponsors, booster clubs, and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct, which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

**A coach** shall not exert pressure on faculty members to give student-athletes special consideration.

The coach shall not scout opponent by any means other than those adopted by the league and/or state high school athletic association.

#### **D. TEXAS EDUCATORS' CODE OF ETHICS: PROFESSIONAL STANDARDS**

##### **1. Professional Ethical Conduct, Practices and Performance**

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

**Standard 1.2** The educator shall not knowingly misappropriate, divert or use monies, personnel, property or equipment committed to his or her charge for personal gain or advantage.

**Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses or pay.

**Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

**Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.

**Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

**Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualification.

**Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

**Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

**Standard 1.11** The educator shall not intentionally or knowingly misrepresent his or her employment History, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12** The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

**Standard 1.13** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

**Standard 1.14** The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

##### **2. Ethical Conduct toward Professional Colleagues**

**Standard 2.1** The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

**Standard 2.2** The educator shall not harm others by knowingly making false statements about a colleague or the school system.

**Standard 2.3** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

**Standard 2.4** The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

**Standard 2.5** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

**Standard 2.6** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

**Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provide information for a disciplinary investigation or proceeding under this chapter.

### **3. Ethical Conduct towards Students**

**Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts about a student.

**Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

**Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as a cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

### **E. ADHERENCE TO SBISD BOARD POLICY**

Every SBISD coach is responsible for being aware of, understanding and complying with the SBISD Board policies that govern the duties of their position as a teacher and coach. Should they not understand a provision, they shall seek a written clarification from the Executive Director of Athletics or her designee. The SBISD Athletic office will work closely with SBISD coaches to provide answers to any questions regarding policy. Lack of knowledge is not a justification for violation of the rules.

The SBISD Employee Handbook details numerous topics regarding *Employee Conduct and Welfare* with school board policies cited that should be reviewed as they relate to the role of the athletic coach. These could include, but are not limited to:

1. Standards of Conduct, Policy DH
2. Discrimination, Harassment, and Retaliation, Policies DH, DIA
3. Student Harassment, Policies DE, DH, FFG, FFH, FO
4. Personal Use of Electronic Media, Policy DH

5. Use of Electronic Media with Students, Policy DH- Remind 101 for text messaging
6. Reporting Improper Communication by a Student, Policy DH
7. Employee Arrests and Convictions, Policy DH
8. Alcohol and Drug-Abuse Prevention, Policies DH, DI
9. Tobacco Products and E-Cigarette Use, Policies DH, FNCD, GKA
10. Fraud and Financial Impropriety, Policy CAC
11. Conflict of Interest, Policies CBB, DBD
12. Gifts and Favors, Policy DBD
13. Purchasing Procedures, Policy CH
14. Building Use, Policies DGA, GKD
15. Administering Medication to Students, Policy FFAC
16. Dietary Supplements, Policies DH, FFAC
17. Bullying, Policy FFI
18. Hazing, Policy FNCC

## **F. FOURTEEN LEGAL DUTIES OF ATHLETIC COACHES & ATHLETIC DIRECTORS**

To be called “Coach” is an honor and privilege. With this privilege comes responsibility and duty. Below, you will find the *Fourteen Legal Duties of Athletic Coaches and Athletic Directors* which must be understood so as to manage and minimize the risks that are inherent in any athletic activity. Paramount for all athletic staff is the recognition of what the law demands within each of the legal duties.

“Because athletics has so many areas that can expose a coach and a school to litigation, it is important that all coaches, athletic administrators and school administrators understand the need to manage the risks that are inherent in athletics, understand the steps that should be taken to minimize those risks, and understand that the law demands that coaches and schools act ‘responsibly.’” (Doleschal, 2006, p. 297).

**1. Duty to Plan**--This is a comprehensive requirement that transcend all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas:

- Coaching competence
- Medical screening
- Appropriate injury response
- Warning to athletes and their families
- Insurance of athletes
- Child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse

Plans and policies should be rigorously implemented unless dangerous conditions prevent implementation. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g., equipment, emergency response, etc.). Negligence can be alleged when an injury loss results from no planning or when plans are developed but ignored.

**2. Duty to Supervise**--A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletic administrators who are expected to be able to supervise coaching staff members competently. In addition, athletic administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, the safe usage, maintenance and upkeep of equipment and facilities.



**3. Duty to Assess Athletes Readiness for Practice and Competition**--Athletic administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician. A new area of concern that may grow from the duty is the difficulty of assessing the readiness of handicapped children who are referred to practice and competition under the American with Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.

**4. Duty to Maintain Safe Playing Conditions**--Coaches are considered *trained professionals* who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent defective equipment or hazardous environments. Courts have held athletic supervisors responsible to improve unsafe environments, repair, or remove defective equipment or disallow access to unsafe equipment or environments. The use of *sport-specific equipment safety checklists* can be helpful in enhancing the safety of participants. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration, and lighting.

**5. Duty to Provide Proper Equipment**--Coaches and athletic administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable, and safe. Fitting should be carried out in accordance with manufacturer's specification. This is especially important for protective equipment which must carry a *National Operating Commission on Safety in Athletics Equipment* (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.

**6. Duty to Instruct Properly**--Athletics practice must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that lead to an enhanced progression of player knowledge, skill and capacity. In this regard, instruction must move from simple to complex and known to unknown. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques, must include warning about unsafe techniques, and prohibited practices.

**7. Duty to Match Athletes**--Athletes should be matched with consideration maturity, skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.

**8. Duty to Condition Properly**--Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health.

**9. Duty to Warn**--Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of safety instruction and warning to players and parents are recommended.

**10. Duty to Ensure Athletes are Covered by Injury Insurance**--Athletic administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance. Deductible and co-payment requirements should be clearly explained to parents and athletes. Certain schools may need to publish this information in several languages. Comprehension should be required of parents and athletes.

**11. Duty to Provide Emergency Care**--Coaches are expected to be able to administer accepted, prioritized, standard first-aid procedures in response to a range of traumatic injuries - especially those that are life threatening.

**12. Duty to Develop an Emergency Response Plan**--Athletic administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to:

- Ensure access to a telephone
- A stocked first-aid kit
- Spine board and other emergency response equipment

The plan should also account for a timely call to EMS and an expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.

**13. Duty to Provide Proper Transportation**--In general, bonded, commercial carriers should be used for out-of-town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited to driving to an out-of-town competition scrimmage or practices.

**14. Duty to Select, Train and Supervise Coaches**--Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

## **G. OUR DISTRICT CORE VALUES: THE SPRING BRANCH WAY**

**The foundation of success, for our students and our school system, is rooted in our core values and these values define the Spring Branch Way.**

Our five Core Values affirm who we are, what we stand for, how we treat each other, what we prioritize, and what guiding principles we live by as members of the Spring Branch ISD family. Our Core Values are easily remembered as **The Five C's**. They focus us on what matters most and provide a unified sense of purpose. These essential, non-negotiable ideals and expectations define who we are as Spring Branch ISD, individually and collectively, when we are at our best.

**Every Child** - We put students at the heart of everything we do.

- Every child. Every day. Every minute. Every way.
- What's Best for the Child Drives the Decision
- Infinite Possibilities Through Education

**Collective Greatness** - We, as a community, leverage our individual strengths to reach challenging goals.

- Surpass Expectations
- Everyone's Work Matters
- Diversity Makes Us Stronger

**Collaborative Spirit** - We believe in each other and find joy in our work.

- Each of Us is Committed to All of Us
- Together We're Better
- Assume the Best

**Limitless Curiosity** - We never stop learning and growing,

- Empowered to Innovate
- Tenaciously Embrace Challenges
- Unleashed Potential

**Moral Compass** - We are guided by strong character, ethics and integrity.

- Personal Responsibility
- Kindness and Mutual Respect
- Trustworthiness

## **H. OUR UNIVERSAL STANDARDS: THE SPRING BRANCH WAY**

**We believe that the foundation of success for our coaches and our athletic program is rooted in the identification and implementation of a common set of core competencies that define the standards by which we expect all of our coaches to operate. These prescribed behaviors and expectations affirm what we value as a system, what we prioritize and what we collectively profess to be our standard operating procedures. They are the foundation of how we will do business and what we define to be, *The Spring Branch Way*, in our athletic program.**

### **The Five Core Competencies**

#### **Student-Centered Leadership**

*A Spring Branch ISD Coach is committed to the total growth and development of those in their charge: as students, athletes and young people.*

#### **Knowledge of Job**

*A Spring Branch ISD Coach understands and applies the knowledge and skills necessary to effectively perform all aspects of the position and properly utilize all provided resources. A Spring Branch ISD Coach actively takes advantage of professional learning opportunities.*

#### **Professionalism**

*A Spring Branch ISD Coach demonstrates respect in all interactions with student-athletes, employees and all other stakeholders. A Spring Branch ISD coach values differences in others. A Spring Branch ISD coach operates with a high degree of integrity in and out of the workplace. A Spring Branch ISD Coach is clean, neat and modest in appearance.*

#### **Communication**

*A Spring Branch ISD Coach communicates in a timely, clear and consistent manner with all internal and external stakeholders.*

#### **Ethics and Compliance**

*A Spring Branch ISD Coach adheres to federal, state, TEA/UIIL and Board policies in order to comply with the requirements, duties and responsibilities of the position. A Spring Branch ISD Coach reads and adheres to all district communications.*

### **A Deeper Dive into the Five Core Competencies**

**Within each competency is a list of specific behaviors and expectations that assist in defining each core competency.**

#### **Student-Centered Leadership**

*A Spring Branch ISD Coach is committed to the total growth and development of those in their charge: as students, athletes and young people.*

#### **A Spring Branch ISD Coach will:**

- Encourage commitment and pride in their student-athletes for their team and for their own individual development.
- Provide opportunities for all student-athletes to develop leadership skills.

- Provide opportunities for all student-athletes to reach their potential.
- Promote positive character and citizenship in student-athletes.
- Promote and model a high level of sportsmanship for his/her student-athletes.
- Actively work to provide character education development opportunities for the student-athletes in his/her care.
- Monitor the academic performance of student-athletes and support necessary academic interventions.
- Support the district's mission of T-2-4 by actively working with his/her student-athletes in their post-secondary plan development.

### **Knowledge of Job**

*A Spring Branch ISD Coach understands and applies the knowledge and skills necessary to effectively perform all aspects of the position and properly utilize all provided resources. A Spring Branch ISD Coach actively takes advantage of professional learning opportunities.*

### **A Spring Branch ISD Coach will:**

- Exhibit a comprehensive knowledge of the sport, including skills and strategies.
- Evaluate, plan and prepare for practices and contests before, during and after their season.
- Have a daily written practice plan.
- Develop strategies to promote the highest level of success for the team and individual student-athletes.
- Conduct practices using safe skill progression with a proper sequence of activities and clearly defined objectives in mind.
- Provide a variety of approaches and activities to facilitate the skill development of his/her student-athletes.
- Use good instructional techniques with adequate demonstration of technique for his/her student-athletes.
- Provide proper training before student-athletes are placed in competitive situations.
- Develop adequate conditioning for physical fitness in student-athletes.
- Conduct practices based on physiological principles of training.
- Provide adequate opportunities for hydration.

### **Professionalism**

*A Spring Branch ISD Coach demonstrates respect in all interactions with student-athletes, employees and all other stakeholders. A Spring Branch ISD coach values differences in others. A Spring Branch ISD coach operates with a high degree of integrity in and out of the workplace. A Spring Branch ISD Coach is clean, neat and modest in appearance.*

### **A Spring Branch ISD Coach will:**

- Interact with student-athletes, parents, officials, and all other stakeholders in a professional and courteous manner.
- Model appropriate behavior for their student-athletes and colleagues.
- Use appropriate language in practices and contests.
- Wear appropriate attire at practice and contests as defined by the CAD/CAC/Head Coach.
- Be punctual and in attendance at all functions requiring their presence in their duties as a teacher and a coach, to the greatest extent possible.
- Fulfill all duties and requirements as a classroom teacher.
- Use the athletic period to its maximum use.

- Exhibit loyalty to campus administrators, supervisor, campus coaching staff, district coaching staff, district athletic office and SBISD.
- Follow the chain of command when informing administrators of all program matters.
- Maintain an annual membership with a professional coaching organization.
- Attend SBISD and local school coaches' meetings throughout the school year.
- Delegate responsibilities to other staff members appropriately.
- Engage in professional development activities for their sport and as required for their classroom assignment.
- Maintain current health and safety and all other UIL certification requirements.
- Perform other duties as assigned in an appropriate manner.

## **Communication**

*A Spring Branch ISD Coach communicates in a timely, clear and consistent manner with all internal and external stakeholders.*

### **A Spring Branch ISD Coach will:**

- Communicate effectively and appropriately with students, parents and stakeholders.
- Recruit and encourage participation among students in the school and in his/her feeder pattern.
- Develop and implement clear expectations and standards for the student-athletes and team.
- Warn student-athletes of inherent risks of the activities in which they will engage.
- Correct student-athletes exhibiting hazardous behavior.
- Provide frequent and timely assessment and feedback of team and individual performance before, during and after the season.
- Ensure that all student-athletes and parent are informed of health and safety expectations, procedures and protocols.
- Contact the Athletic Office, Athletic trainer and parent/guardian when a student-athlete suffers an injury of illness of any kind at practice or at a contest.
- Notify athletes and their parents of the accident insurance available through the district.
- Correct his/her student-athletes' errors in a constructive manner.
- Impart and reinforce the importance that his/her student-athletes exhibit strong sportsmanship.
- Conduct effective meetings with student-athletes and other staff as appropriate.
- Conduct pre-season meetings with student-athletes and parents.
- Develop and distribute player guidelines which inform student-athletes and their parents of requirements for participation and other appropriate information.
- Establish and communicate written criteria for team selection, varsity letters and awards.
- Establish and maintain a written practice and contest schedule that is shared with student-athletes and their parents throughout the school year.
- Provide consequences for student-athletes in the event that they exhibit negative behavior.
- Seek to develop vertical alignment between elementary/middle school/high school through intentional collaboration with others in his/her feeder pattern.
- Promote their sport/program in the school and community through a variety of means.
- Keep CAD/CAC/Head Coach and administrators appropriately informed of all program and team matters.
- Refrain from inappropriate communication with a student or minor, including, but not limited to electronic communication such as a cell phone, text messaging, email, instant messaging, Facebook and other social network media platform communication.
- Be cautious about all social media postings regarding their personal activities outside of school.

## **Ethics and Compliance**

***A Spring Branch ISD Coach adheres to federal, state, TEA/UIIL and Board policies in order to comply with the requirements, duties and responsibilities of the position. A Spring Branch ISD Coach reads and adheres to all district communications.***

### **A Spring Branch ISD Coach will:**

- Adhere to all federal, state, UIL and SBISD policies governing secondary athletics.
- Incorporate their comprehensive knowledge of health and safety guidelines and procedures into their everyday practices.
- Provide appropriate supervision before, during and after all team activities.
- Prepare practice and contest facilities and be sure that they are free of hazards before use.
- Use caution when matching for appropriate size and skill level.
- Attend to injured athletes quickly and appropriately.
- Follow the recommendations of licensed athletic trainers and physicians.
- Develop, follow and maintain adequate records of practice plans and other important documents.
- Keep attendance records for his/her athletes and any staff he/she oversees.
- Follow eligibility grade check procedures to ensure that all participating student-athletes are eligible to participate.
- Adhere to all UIL and district guidelines regarding the completion of home residence check and all other compliance paperwork prior to the start of the season.
- Actively maintain inventory of equipment.
- Supervise distribution and collection of uniforms and equipment.
- Follow all district procedures surrounding the ordering and purchase of equipment.
- Follow district guidelines regarding the securing of gate receipts and other funds.
- Ensure that all required paperwork has been completed and submitted and the student-athlete has been given clearance to practice before allowing anyone to participate in walkthroughs, practice drills, open gym and weight training or try-outs of any kind.
- Incorporate at least one safety drill with their team into their season practice plan so that all team members are aware of the emergency action plan procedures and their responsibilities in the event of an emergency.
- Remove student-athletes, SBISD staff and other stakeholders from the practice or contest environment should the safety of those involved be in question.

## **I. ADHERENCE TO UIL/TEA REGULATIONS AND POLICY**

Every SBISD coach is responsible for being aware of, understanding and complying with all rules governing the sport for which they are responsible. They are charged with the responsibility of understanding and following the contents of the UIL Constitution & Contest Rules, activity manuals and relevant websites in their activities as they are applicable to themselves, to the students in their charge, to the school to which they are assigned, and to SBISD. If they do not understand the provision of the UIL C&CR or TEA/UIL Side-by-Side, they shall seek a written clarification from their Campus Athletic Director or Campus Athletic Coordinator. The SBISD Athletic office will work closely with these individuals to provide answers to any questions regarding policy. Lack of knowledge is not a justification for violation of the rules.

### **1. COACHING EJECTIONS, UIL C & CR SECTION 1208(i)**

In general, it is the expectation of the SBISD Athletic Department that SBISD coaches will not be ejected from any contest. If a coach is ejected or suspended from a contest by an official, it is the coach's responsibility to notify their CAD/CAC and the Executive Director of Athletics immediately per UIL rules. Ejection from a contest will result but is not limited to, a SBISD one contest minimum suspension.

### **PLAYER EJECTIONS, UIL C & CR SECTION 1208(i)**

In general, it is the expectation of the SBISD Athletic Department that SBISD student-athletes will not be ejected from any contest. **Any player ejected from a contest is subject to an automatic penalty according to the UIL rules, effective August 1, 2018.** The automatic penalty for such an ejection is as follows:

- a. FOOTBALL- ejected player misses the rest of the game in which they were ejected plus the first half of the following game.
- b. OTHER SPORTS- Ejected player misses the rest of the game in which they were ejected plus all of the following game. Soccer Exception- this section does not alter the current point penalty structure for soccer player ejections, as required by National Federation of State High School Association's Soccer Player Rules that is outlined in the Soccer Coaches Manual.
- c. APPEALS- The UIL Executive Director may develop a process for appealing student ejection.

### **2. ATHLETIC DEPARTMENT LINES OF COMMUNICATION**

All Athletic Department Staff are to follow their appropriate lines of communication when dealing with any and all athletic department business and issues. This is to ensure that all athletic department business can be conducted efficiently and the appropriate department of administrator can respond according to SBISD and Athletic Department guidelines.

**UIL Issues - If any coach has a question or concern regarding a UIL rule, policy or procedure, the following communication process will be followed.**

1. Coach will discuss issue with Campus Athletic Director/Campus Athletic Coordinator.
2. CAD/CAC will decide whether issue is brought to the SBISD Athletic office.
3. SBISD Athletic office will contact the UIL - Coaches are NOT to contact UIL office at the UIL Athletic Director's request.



## UIL/SBISD ATHLETIC PROGRAM COMPLIANCE

### GENERAL COMPLIANCE EXPECTATIONS

1. **Every coach** must read his/her specific UIL Sport Manual regarding his/her sport and be in compliance of all rules and rule changes. It is the responsibility of each Head Coach to abide by and submit all UIL paperwork regarding his/her sport and to comply with ALL UIL and Spring Branch ISD guidelines as they pertain to his/her program.
2. Every head coach is **required** to attend a UIL Compliance meeting with Athletic Administration prior to the start of his/her season and to submit compliance notebooks as specified. **Do not hesitate to contact the Executive Athletic Director on questionable matters.**

### **A. PRE-SEASON COMPLIANCE REQUIREMENTS FOR ALL HS HEAD COACHES**

*The following should be placed in a 3-ring notebook binder. Please do not place individual paperwork in plastic sleeves. Please hole-punch your paperwork and place in binder in the order shown.*

#### **Student-Athlete Eligibility Compliance - Notebook #1**

1. A team roster for each team in your program should be provided. It should be in alpha order from Rank One containing all athletes, managers and student trainers.
2. A **COPY** of UIL Team Eligibility Form, as it was submitted to the DEC Secretary. (Include Supplemental as necessary).
3. For Individual sports only--include a Team Eligibility form (NOT SUBMITTED TO DEC Secretary), for those that are competing at the varsity level.
4. Athlete documentation (alpha by last name in the following order)
  - a. Home-Visit Verification of Residence Form
  - b. Recent utility bill (with parents name and address listed and highlighted)
  - c. Copy of birth certificate
  - d. Copy of PAPF page 1 (as filed on campus)

#### **Staff and Program Compliance Notebook for High Schools - Notebook #2**

*Submit the following in a separate binder in the order shown.*

1. Team Roster from Rank One per level
2. A copy of the cut list, **signed by CAD**
3. Parent meeting agenda, including all handouts, regarding team expectations or rules, to be issued to athletes and/or parents. **Must be signed by CAD.**
4. The lettering policy for the program. **Must be signed by CAD.**
5. A completed copy of your Emergency Plan for Inside or Outside Venues.  
<http://cms.springbranchisd.com/athletics/ForSBISDStaff/CoachesResources/ProgramForms/SafetyDocuments/tabid/29815/Default.asp>
6. A completed copy of your UIL Steroid Video and Safety PowerPoint Certification Verification Form [.http://cms.springbranchisd.com/LinkClick.aspx?fileticket=9FB2vPEf4Jo%3d&tabid=29815](http://cms.springbranchisd.com/LinkClick.aspx?fileticket=9FB2vPEf4Jo%3d&tabid=29815)
7. Up-to-date final hard copy of schedule printed from Rank One with the Contest Tally Sheet attached and signed.
8. List of season program objectives (goals), **signed by CAD.**
9. List of assistant coach responsibilities.

Compliance Notebook #1 will stay on campus after review by the SBISD Athletic staff.  
Compliance Notebook #2 will be kept at the SBISD /Athletic Office\*

## **B. END OF SEASON REPORT REQUIREMENTS FOR HS HEAD COACHES**

**High School:** Head coaches are required to submit an **End-Of-Season Report** packet to the SBISD Athletic Department upon completion of their season. This report is due **two weeks following the conclusion of the season** and will cover all phases of the program from 9th thru varsity levels.

**This report should be typed using standard 8 ½ x 11 paper and hole punched on the left. Do NOT place in a binder. Documents should be submitted in the following order:**

1. Provide a cover sheet (Program name, year, all coaches' names reflected by team)
2. Provide individual information in the following order. (Varsity, JV A, JV B, Soph, Freshman A, Freshman B)
  - a. Results by contest from Rank One, per level.
  - b. Indicate overall record, District record, any post-season qualifications.
  - c. List Honors and Accomplishments of athletes.
  - d. List all seniors with post season plans and scholarship (athletic and/or academic) information if applicable.
3. Provide a list of all enrichment activities your program was in support of with regard to the T-2-4 District goal.
4. Provide a list of all Athletic vertical alignment activities within your feeder pattern
5. Attach any programs or publications that you wish to include.
6. Provide your final inventory in the SBISD format.
7. Do Not Staple report together. Punch holes in left side for us to place in a 3-ring binder.

## **UIL/SBISD ATHLETIC PROGRAM COMPLIANCE FOR MS COACHES**

### **C. PRE-SEASON COMPLIANCE REQUIREMENTS FOR ALL MS COACHES**

#### **Staff and Program Compliance Notebook for Middle Schools - Notebook**

*Submit the following in a separate binder in the order shown:*

1. Team Roster from Rank One per level
2. A copy of the cut list, **signed by CAC.**
3. Parent meeting agenda, including all handouts, regarding team expectations or rules, to be issued to athletes and/or parents. **Must be signed by CAC.**
4. A completed copy of your Emergency Plan for Inside or Outside Venues.  
<http://cms.springbranchisd.com/athletics/ForSBISDStaff/CoachesResources/ProgramForms/SafetyDocuments/tabid/29815/Default.aspx>
5. Documentation of Safety Drill practice, signed, on the *SBISD Emergency Action Plan Training Log*.
6. A copy of your Safety PowerPoint Certification Verification Form.  
<http://cms.springbranchisd.com/LinkClick.aspx?fileticket=9FB2vPEf4Jo%3d&tabid=29815>
7. Up-to-date final hard copy of schedule printed from Rank One with the Contest Tally Sheet attached and signed.
8. List of season program objectives (goals), **signed by CAC.**
9. List of assistant coach responsibilities.

\*MS Compliance Notebook will be kept at the SBISD Athletic Office\*.

## **D. END OF SEASON REPORT REQUIREMENTS FOR ALL MS COACHES**

**Middle School:** Coaches are required to submit an **End-Of-Season Report** packet to the SBISD Athletic Department upon completion of their season. This report is due **two weeks following the conclusion of the season** and will cover all phases of the program from 7th thru 8th grade levels.

**This report should be typed using standard 8 ½ x 11 paper and hole punched on the left. Do NOT place in a binder. Documents should be submitted in the following order:**

1. Provide a cover sheet (Program name, year, all coaches' names reflected by team)
2. Provide individual information in the following order. (8A, 8B, 8-Team 3..., 7A, 7B, 7-Team 3...).
  - a. Final team roster from Rank One.
  - b. Results by contest from Rank One.
  - c. Indicate District record and tournament place.
  - d. Repeat previous steps for next team,
3. Provide a list of all enrichment activities your program was in support of with regard to the T-2-4 District goal.
4. Provide a list of all Athletic vertical alignment activities within your feeder pattern.
5. Provide your final inventory, in SBISD format.
6. Provide any discard forms.
7. Do Not Staple report together. Punch holes in left side for us to place in a 3-ring binder.

## **E. SCHEDULING OF ATHLETIC CONTESTS**

**Strict adherence to UIL and Spring Branch ISD Board policy is prerequisite before any scheduling may take place.**

Each SBISD High School Head Coach is responsible for his/her own non-district schedule. All high school schedules must be approved through the Department of Athletics **BEFORE** being released. All scheduling must be approved by the CAD and Campus Principal. Middle School scheduling will be the responsibility of the Coordinators of Athletics. Overnight trips should be discussed and approved by the Campus Principal, Campus Athletic Director and the Executive Athletic Director or designee before finalizing any plans. Varsity programs are allowed one overnight trip per season. Any program seeking an exception to that policy must gain approval from their HS principal and make the CAD and Executive Athletic Director aware of this request in advance.

## **F. HIGH SCHOOL POLICIES**

District high school general and sport specific policies can be located on the UIL web page or by accessing the link below. All coaches are expected to know and adhere to these policies. <http://www.uilTEXAS.org/athletics/sports>. High school policies specific to our competitive districts and approved by the DEC will be distributed by the Director of Athletics or Coordinators of Athletics over each sport and will also be available on the Coaches Resources page on the SBISD Athletic Department website.

## **G. MIDDLE SCHOOL POLICIES**

District middle school general and sport specific policies can be located on the UIL web page or by accessing the link below. All coaches are expected to know and adhere to these policies.

<http://www.uil texas.org/athletics/sports>. Middle school policies created by Spring Branch ISD will be distributed at the MS sports clinic prior to each sport and will also be available on the Coaches Resources page on the SBISD Athletic Department website.

## **H. PROFESSIONAL MEMBERSHIPS**

Coaches are required to join a professional coaching association and attend professional development. A copy of your membership card to a coaching organization will be submitted to your CAD/CAC or his/her designee as proof of membership. For information pertaining to coaching organization memberships, please contact your CAD/CAC or Coordinator of Athletics responsible for your sport. There is also information about various coaching organizations on the Athletic Department website. It is the coach's responsibility to pay for his/her membership to a professional organization. It is the head coach's responsibility to have membership in professional organizations affiliated with their sport so that their student-athletes are eligible for post-season recognition. SBISD district policy does not allow for reimbursement of this personal expense

## **GENERAL COACHING JOB DESCRIPTION FOR ALL SBISD COACHES**

### **Qualification**

1. Bachelor's degree preferred
2. Valid State Teacher's certificate preferred
3. Teaching/Coaching experience preferred
4. CPR & First Aid certified
5. Completion of UIL Coaches Certification Program (CCP) on UIL Portal
6. Football Coaches ONLY- Best Practices in Tackling Certification
7. First Year Coaches ONLY- Fundamentals of Coaching in Texas (UIL Portal)
8. CDL License

### **Reports To**

1. Campus Principal
2. Executive Athletic Director
3. Campus Athletic Director or Campus Athletic Coordinator

### **Job Goals**

1. To prepare athletic teams for interscholastic competition in a safe and professional manner.
2. To provide leadership, coordination, and innovation so that each athlete may derive maximum benefit from the athletic program.
3. To provide leadership aimed at making the athletic program a vital part of the education of the students involved.

## **HIRING PROCEDURES**

The SBISD Department of Athletics will be involved in all Athletic Staff hiring through the direct involvement of the Executive Director of Athletics, the Director of Athletics and Coordinators of Athletics in the hiring of a Campus Athletic Director, Campus Athletic Coordinator or Head Coach or indirectly when the

Campus Athletic Director, Campus Principal and Head Coach hire an Assistant Coach. The Director of Athletics and Coordinators of Athletics may also work with MS Campus Principals to assist in the hiring of middle school coaches.

### **Head Coach of a Sport (High School), Campus Athletic Coordinator, Assistant CAD, Assistant CAC**

1. Job is posted on Human Resources website by HR personnel at the request of campus administration, the CAD, or District Athletic Department.
2. A profile of the candidate involving input from all stakeholders is created.
3. Resumes and applications are collected by the Central Athletic Administration or CAD.
4. A committee will determine if qualifying criteria will limit the job search to either qualified personnel presently employed on the campus or qualified personnel employed by the school district. Other qualifying criteria can be determined by this group. A consensus should be reached by this committee before limiting applicants according to these criteria. This committee will consist of:
  - a. Executive Director of Athletics
  - b. Campus Principal
  - c. Director of Athletics
  - d. Coordinator of Athletics
  - e. Campus Athletic Director
  - f. Other designees the Campus Principal or Executive Director of Athletics may request.
5. A committee will screen the qualified applicants through both an application screening and interview process. Additional qualifications may be selected by this group. A group of qualified applicants will then be chosen for a final interview process, if necessary. A group of one to three candidates should be recommended by this committee to the building principal for a finalist selection. The committee will consist of :
  - a. Executive Director of Athletics
  - b. Campus Principal
  - c. Director of Athletics
  - d. Coordinator of Athletics
  - e. Campus Athletic Director
  - f. Other designees the Campus Principal or Executive Director of Athletics may request
6. The final candidate selected should be a consensus choice of the Campus Principal, Campus Athletic Director, and Executive Director of Athletics or her designee. The building principal will submit the ESM to Human Resources to recommend the candidate for the position.

### **Assistant Coach of a Sport (High School)**

1. Job is posted on Human Resources website by HR personnel at the request of campus administration, CAD, or District Athletic Department.
2. A profile of the candidate involving input from all stakeholders is produced.
3. The head coach of the sport will actively solicit candidates for the position.
4. Resumes and applications will be collected by the Campus Athletic Director, or District Athletic Department.
5. A committee will determine if qualifying criteria will limit the job search to either qualified personnel presently employed on the campus or qualified personnel employed in the school district. Other qualifying criteria can be determined by this group. A consensus should be reached by this committee before limiting applicants according to these criteria. This committee will consist of:
  - a. Campus Principal or designee
  - b. Campus Athletic Director
  - c. Director of Athletics and/or Coordinator of Athletics

- d. Head coaches of sports involved
  - e. Other designees the Campus Principal or Executive Director of Athletics may request
6. A committee will screen the qualified applicants through both an application screening and interview process. Additional qualifications may be selected by this group. A group of qualified applicants will then be chosen for a final interview process, if necessary. A group of one to three candidates should be recommended by this committee to the building principal for a finalist selection. The committee will consist of:
    - a. Campus Principal
    - b. Campus Athletic Director
    - c. Director of Athletics and/or Coordinator of Athletics
    - d. Other designees the Campus Principal or Executive Director of Athletics may request
  7. The final candidate selected should be a consensus choice of the Campus Principal, Campus Athletic Director, and Director of Athletics and/or Coordinator of Athletics. The building principal will submit the ESM to Human Resources to recommend the candidate for the position.

### **The Use of Paraprofessionals as Athletic Coaches**

The District Athletic office should be contacted whenever a decision is made to use a paraprofessional employee as an athletic coach. Paraprofessional employees will be paid according to their hourly and overtime rate and are required to log out from their primary duties before logging in as an athletic coach. Steps will need to be taken with the assistance from Payroll so that the paraprofessional coach is set up in the system as a coach and trained in the procedures required by the district. It is very important that district protocols are followed to ensure that our department and employee serving in the capacity as a coach is in compliance with all district, state and federal law as it relates to the employment of an hourly employee.

### **The Use of Temporary Workers and Retirees as Game Personnel**

It is important for everyone to know the stipulations around the use of temporary workers and retirees as game personnel (ticket sellers, timekeepers, etc.). Individuals who are not district employees must complete a temporary worker application even if they are a former employee, must agree to undergo and pass a background check, be fingerprinted and approved by SBISD Human Resources for employment before any individual is allowed to work in the district. Beginning in 2018-2019, retirees will be required to track and record their hours worked by clocking in and out through the system designated by payroll. Employees cannot combine substitute work and temporary work. More information and training will be shared with all coaching staffs following the start of school. If you have any questions about these particular scenarios, please contact the Athletic office for additional clarification.

## **PROFESSIONAL DEVELOPMENT REQUIREMENTS**

### **MANDATORY TRAININGS**

**All coaches must complete all required trainings *prior* to the start of their season (if start date is prior to the first day of school) or the first day of school.**

### **TRAININGS OFFERED**

**CPR/AED Certification** - All Spring Branch ISD Coaches must maintain a current American Heart certification in Adult CPR/AED training obtained through SBISD Athletics. The Head Athletic Trainer at each high school campus is responsible for verifying that each high school coach has a current certification. The Campus Athletic Coordinator is responsible for verifying that each middle school coach under his/her direction has a current certification. The Records Management & UIL Compliance Specialist shall be responsible for the records management of all middle school coaches.

The content portion of CPR/AED certification will be offered online and must be completed prior to completion of the skills portion. Online keys to the online portion of the course will be sent electronically to each coach from [keys@onlineaha.org](mailto:keys@onlineaha.org). Coaches will be asked to confirm completion of the online content portion of the training through the submission of a certificate of completion. The skills portion will be offered in the fall and spring under the direction of SBISD Athletic trainers so that coaches may complete their certification within 60 days of taking the content portion online.

**First Aid Certification**--All Spring Branch ISD Coaches must maintain a current American Red Cross *First Aid, Health and Safety for Coaches* certification. This course is offered online through the National Federation of High Schools at their NfhsLearn website ([www.nfhslearn.com](http://www.nfhslearn.com)). SBISD coaches needing the course will receive access to the course through an email from [admin@nfhslearn.com](mailto:admin@nfhslearn.com) as arranged by UIL Compliance Specialist. Following completion of the course, HS coaches should submit a certificate of completion to their Athletic Trainer. MS coaches should submit a certificate of completion to their CAC.

**Concussion Education Program** - With the implementation of HB 2038, all UIL Coaches are required to complete two (2) hours of concussion education every two (2) years. This training will be offered online through the Ben Hogan Sports Medicine group which is certified through TEA and approved by the UIL to offer the concussion training course. Through the website of <http://www.texashealth.org>, this course is being offered online at no cost to all coaches. A test must be passed at the completion of the course. When the test is passed, a certification of completion should be shared with the HS head trainer (HS coaches) or Campus Athletic Coordinator (MS coaches). In addition, the *SBISD Return to Play Protocol* will be reviewed annually by the Head Athletic Trainer with the campus and feeder pattern campuses. To get to the course, [use <http://www.texashealth.org/sports-medicine/pages/Sports-Injuries/Concussion-training.aspx>](http://www.texashealth.org/sports-medicine/pages/Sports-Injuries/Concussion-training.aspx)  
On the main page, you will be asked to proceed to the following link to begin the training (<http://www.texashealth.org/sportsconcussion>). Once you have accessed the link, click on "Texas Coaches Concussion Training." (<https://www.texashealth.org/sports-medicine/Pages/Sports-Injuries/Concussion/Concussion-Training.aspx>)

**UIL Coaches Certification Program (CCP)** - All SBISD UIL Coaches must complete this program annually. Coaches who have not done so will be required to register on RegisterMyAthlete.com, which is accessed at <http://www.uil.utexas.edu/>. A coach new to the system will need to create a new account to access Register My Athlete. The UIL Rules & Compliance Program requires each coach to complete a series of modules related to the sport they will coach. If a coach does not register for each specific sport they are scheduled to coach, then they will not have access to the modules they are required to complete. Registering for the sport they coach also gives a coach access to communications related to that activity from the UIL. Please go to the UIL website and follow the specific directions provided to register. Following completion of the course, coaches will be asked to print the certificate as documentation of program completion. Coaches will be required to submit certificates of compliance to their CAD/CAC or his/her designee. There is no fee for this course.

Middle School coaches are required to complete the following:

1. Junior High Athletics
2. Extracurricular Activity Safety Training - With Anabolic Steroid Education
3. Ethics and Sportsmanship
4. Concussion Education

High School coaches need to take the high school equivalent of these courses and the modules that are specific to the sports they will coach.

**NFHS Fundamentals of Coaching in Texas Course** - The UIL mandates that all coaches *new to the profession or new to the State of Texas* must complete the Fundamentals Coaching in Texas Course. This is an online course which is available through the UIL Portal. SBISD coaches needing the course will need to register for the course through the Portal. Certificates of completion should be submitted to the CAD/CAC or his/her designee.

**NFHS Sport Specific Course** - SBISD Athletics mandates that all coaches new to coaching a particular sport shall complete a NFHS course in that sport. This is an online course that is available at [nfhslearn.com](http://nfhslearn.com). There is a fee which is refundable. Coaches will register and pay for the course and upon completion, submit a receipt and certificate of completion to UIL Compliance Specialist in the Athletic office for reimbursement.

**NCAA Eligibility Center Coaching Education course** - SBISD Athletics mandates that all **NEW** head coaches obtain a certificate indicating that they have completed this course on the NCAA academic guidelines. ([www.nfhslearn.com](http://www.nfhslearn.com)). This is a free course available on the NFHS Coaches Education webpage. Certificates of completion will be submitted to the CAD or CAC who in turn will submit these to UIL Compliance Specialist in the Athletic office.

### **REQUIRED STAFF DEVELOPMENT IN AUGUST, 2018**

All SBISD coaches are expected to attend the full day of Athletic Department Staff Development that will be held on Monday, August 13<sup>th</sup>, at Don Coleman Community Coliseum. The agenda that day will include required and elective offerings that will provide our coaches with a myriad of opportunities for growth.

### **COACHING CONFERENCES AND CLINICS**

Throughout the year, SBISD coaches have the chance to attend coaching clinics outside of Spring Branch ISD for professional growth. Each coach will be provided with a designated amount of funding from the district athletic department to assist in offsetting the expenses incurred while attending the clinic. There are specific district guidelines that all employees must follow in order to ensure that their expenses will be covered. Please review the guidelines in the pages that follow to be ensure that you are in compliance with district policy and that the district will be able to reimburse you.

### **OUT-OF-TOWN TRAVEL PROCEDURES FOR STAFF AND COACHES**

1. Each person should complete the **Travel Request Form** requesting permission to attend a professional meeting **at least 10 working days in advance of the trip**. You can find this form on the Athletic Webpage under **Coaches Resources** or by clicking on the link below you may save this form to your computer for future use. Please fill out and either send thru interoffice mail or e-mail it to Claudia Solorzano, the Athletic Budget and Procurement Specialist.

<https://cms.springbranchisd.com/athletics/For-SBISD-Staff/Coaches-Resources/Employee-Expense-and-Travel-Forms/Employee-Travel-Forms>

2. Be sure to include an accurate estimate of your expenses (excluding Texas sales tax). Please be aware of the maximum amount you are allowed for reimbursement. See your CAD or CAC for this information.

3. Each person will make their own travel arrangements using the most economical travel available.

- Reimbursement for automobile will be approved district mileage rate. Round trips in excess of 500 miles will be reimbursed at the cost of air coach travel.

4. **MEALS**- Maximum meal and gratuity expense will be \$35 per day. If certain meals are included in the hotel or conference fees, do not estimate this cost on the Travel request Form.



Breakfast- Reimbursed at \$5 per breakfast. \*\* You must leave Houston before 7am to qualify for breakfast reimbursement on the first travel day.

Lunch- Reimbursed at \$10 per lunch. No alcohol may be consumed during contract hours nor will it be reimbursed.

Dinner- Reimbursed at \$20 per dinner. No alcohol can be reimbursed. On the itemized receipt, please cross out all alcohol expenses and do not include it in the costs on the reimbursement request. \*\* You must arrive home after 6pm on the final day of travel to qualify for dinner reimbursement.

### **MEALS-BREAKDOWN (MEALS INCLUDE STATE TAX)**

Meal amounts are \$5, \$10 and \$20 based on travel times of 7:00am to 6:00pm.

<u>Date</u>	<u>B</u>	<u>L</u>	<u>D</u>	<u>Total</u>
7/18		10	20	\$30.00
7/20	5			\$05.00
				\$70.00

Email completed Request to Claudia Solorzano.

5. Employees should attempt to stay at the Conference hotel since their rates are generally lower. Staff members staying at hotels within the state should complete and bring with you the Hotel Occupancy Tax Exemption Form at the time of check in to qualify for tax-exempt status. You can find this form by clicking on the link below or on the Athletic Webpage under forms.

<https://cms.springbranchisd.com/athletics/For-SBISD-Staff/Coaches-Resources/Employee-Expense-and-Travel-Forms/Employee-Travel-Forms>

6. Miscellaneous expenses include the following: cabs, tollbooth fees, phone calls (local and long distance), parking, and rental car when flying.

7. **Original, itemized receipts rather than credit card receipts** are required for the following:

- A. Registration fees
- B. Hotel
- C. Airline Tickets
- D. Rental Cars
- E. Single expenditure over \$20

8. **RETURNING FROM A TRIP**- When you return from your trip, **immediately** fill out the **Travel Reimbursement Form**. You can find this form by clicking on the link below or on the Athletic Webpage under Coaches Resources. This may also be saved to your computer.

<https://cms.springbranchisd.com/athletics/For-SBISD-Staff/Coaches-Resources/Employee-Expense-and-Travel-Forms/Employee-Travel-Forms>

### **WORKSHOP/CLINIC REIMBURSEMENT PROCESS FOR TRAVEL WITHIN 50 MILES**

When a coach attends a workshop or clinic within a 50-mile radius from Spring Branch ISD, he/she is not required to submit a Travel Request form prior to the event. A coach should submit a Workshop Registration Reimbursement Form, found under the Coaches Resources page on the Athletic Department website within 10 days of attending the clinic. The Reimbursement form indicates the types of expenses the district will reimburse an employee for such as registration, mileage, and parking. Meals will not be reimbursed for travel within a 50-mile radius. Please submit the completed form to Claudia Solorzano/Jessica Escobar Galvez in the Athletic office. Please include registration receipts, conference agenda, and proof of attendance (certificate). Self-parking fees can be included under miscellaneous expenses.

## ATHLETIC EQUIPMENT AND FACILITIES

### EQUIPMENT AND INVENTORY

Each Head Coach/CAC or designee is responsible for purchasing, issuing and managing all equipment and supplies necessary to operate his/her specific sport in compliance with all state and district Purchasing regulations. Each Head Coach/CAC or designee is also responsible for filing a yearly itemized inventory list that will be a part of the End of the Season meeting notebook.

### MAINTENANCE

Each SBISD Head Coach is responsible for the general care and maintenance of his/her facility. All work orders must be submitted to the Assistant Principal in charge of work orders. The head coach should work with the CAD/CAC and Athletic Department regarding any safety concerns or time-sensitive issues as soon as possible so that these matters can be appropriately escalated.

### BUILDING MODIFICATIONS

#### **SBISD Board Policy CV**

All alterations and additions to structures or grounds of any school building of the District must have the prior approval of the Associate Superintendent for Operations or designee. The plan for alterations and additions will include all structures, athletic fields, courts or accompanying structures. Also included are any alterations or installation of bookcases, cabinets, permanent equipment, anything to be attached to the building (inside and outside), and any other equipment that had not had prior approval for installation in the school building. Painting of any portion of a building or equipment and the purchase and use of maintenance and operations equipment and supplies must have the approval of the Associate Superintendent for Operations or designee.

**A Proposal for Alterations and Additions to District Property form** must be filled out and approved prior to any purchase or initiation of a facility modification/enhancement/addition. (District Policy CV-Exhibit B).

**A Right of Entry form** must be submitted by the approved contractor prior to the start of the project.

Prior to the initiation of any athletic facility modification, the CAD/CAC, Building Principal and Executive Athletic Director or designee must be contacted to discuss the proposed project. The Planning and Construction and Purchasing Departments will also be invaluable partners in the development of any project. Depending on the scope and complexity of the project, SBISD Board of Trustees approval may be required.

By Board Policy any outside funding of a project over \$5,000 will require Board Approval and submission of a **Gift Acceptance Form (CDC-Exhibit)** to the Superintendent's office.

Beyond the approval of the project, there are other requirements set forth by Spring Branch ISD that must be met **before construction can begin**. This includes, but is not limited to such topics as:

- The use of Job Order Contracts
- The evidence of the necessary insurance thresholds on the part of all vendors
- The evidence of workman's compensation on the part of all vendors
- The bidding of the contract in the event that the amount of the project requires the bid process

- The necessary background checks, fingerprinting and badging of those individuals who will work on school property.

## **ATHLETIC FACILITY RESERVATIONS**

The scheduling of district athletic facilities will be handled by the Athletic Facility Rental Specialist, Monica Tlass, with the approval of the Executive Director of Athletics or designee. The Athletic Facility Usage Form must be submitted to secure the scheduling of an athletic facility.

\*\*The form is on the SBISD Athletic website or can be found by following the link below:

<http://cms.springbranchisd.com/athletics/ForParentsCommunity/FacilityRentals/tabid/27923/Default.aspx>.

1. SBISD Athletic teams that are in season have first right to the facilities and do not require the submission of a facility rental form.
2. Scheduling of the athletic facilities for athletics and other ancillary school group practices must be administered by the Campus Athletic Department.
3. All camps and clinics for SBISD athletic teams and ancillary groups must be submitted to the SBISD Athletic Department for approval. This process will ensure that facilities are not inadvertently double-booked and the interests of all SBISD student groups are given priority.
4. Facility reservations for non-SBISD athletic activities must be submitted directly to Monica Tlass, Athletic Facility Rental Specialist. Approval will only be given by the District Athletic Department with the support of the CAD/CAC, Campus Administration and HS Head Coaches/MS Lead Coaches that use the facility.
5. Coaches do not have the authority to use facilities for their personal gain or pleasure. Coaches do not have the authority to authorize the use of school facilities by others. These actions would be in direct violation of the Texas Education Code of Ethics (Standard 1.2)

## **STUDENT ATHLETE INFORMATION**

### **ELIGIBILITY**

The University Interscholastic League (UIL) is the governing body for public school interscholastic athletics in Texas. The following guidelines are from the University Interscholastic League Constitution and Contest Rule Manual.

#### **A. GENERAL HIGH SCHOOL ELIGIBILITY REQUIREMENTS**

1. Have not graduated from high school,
2. Are full-time, day students in the school, and have been in regular attendance at the school since the 6th day of the present school year, or have been in regular attendance for 15 or more calendar days before the contest or competition,
3. Are in compliance with state law and rules of the Commissioner of Education ([TEA-UIL Side by Side](#))
4. Are enrolled in a four year, normal program of high school courses, and initially enrolled in the 9th grade not more than 4 years ago nor in the 10th grade not more than 3 years ago, were not recruited,
5. Are not in violation of the awards rule, and
6. Meet the specific eligibility requirement for academic, music and/or athletic competition.
7. Meet all the requirements above,
8. Are less than 19 years old on September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year,
9. Live with their parents inside the school district attendance zone their first year of attendance (see your school administrator for exceptions),
10. Have not moved or changed schools for athletic purposes,
11. Have not violated the athletic amateur rule, and

12. Were eligible according to the fifteen day rule and the residence rule prior to district certification.

## **B. PROCEDURES TO BE FOLLOWED FOR STUDENTS NEW TO ATHLETIC PROGRAM**

1. A High School Coach should not engage in discussion of any length with a parent/student regarding their program if they do not reside in their attendance zone.
2. A High School Coach of a sport should refer any parent/guardian of a non-enrolled student to administration or school registrar for information on school enrollment.
3. A High School Coach who is approached by a parent/guardian of a non-enrolled student about their program should report this occurrence to their Campus Athletic Director. The CAD will be responsible for alerting the Executive Athletic Director.
4. Once a student has been enrolled, the coach of the new school is to contact the coach of the former school to discuss the student's enrollment and previous participation in the former athletic program.
5. Page 1 of the previous Athletic Participation Form (PAPF) must be completed by every student-athlete that intends to participate in HS athletics. A PAPF is required at the time of enrollment even if the student-athlete is not Varsity level.
6. Should a PAPF warrant the need for page 2, the Head Coach will submit page 1 & 2 of the PAPF to the Athletic Records Management & UIL Compliance Specialist to process. Before submittal, the form should be complete in entirety with signatures and letters of explanation attached. A completed coverage sheet should also be submitted with the PAPF.  
**\*\*In January, 2019, all PAPFs that require page 2 must be submitted electronically through the UIL Portal.**
7. The Compliance Specialist will send the PAPF to the previous school for completion. Once completed by the previous school the PAPF will be sent back to UIL Compliance Specialist who will then submit it to the DEC Chair.
8. If signed off by DEC, the SBISD Athletic Office will contact the Head Coach, CAD, Principal, Director of Athletics and/or Coordinator of Athletics via e-mail with the approved PAPF attached. A copy of the approved PAPF should be kept in the Compliance Notebook #1.
9. Students may only play sub-varsity until a PAPF is fully processed and approved.
10. Once a PAPF is approved by the DEC, this still doesn't mean an athlete is eligible. It must be approved by the UIL.
11. SBISD will notify Head Coach, CAD, Principal, Director of Athletics and/or a Coordinator of Athletics if a PAPF is not approved. Additional steps may be required to secure varsity eligibility.
12. Packets containing utility bill, birth certificate and residency check should not be submitted to the UIL Compliance Specialist and must stay in Notebook #1 for review and approval by the Athletic department.

## **C. ACADEMIC REQUIREMENTS (NO PASS NO PLAY)**

**EVERY** coach in SBISD is responsible for the academic monitoring of all of the student-athletes in his/her program.

### **Eligibility for UIL Participants for the First Six Weeks**

UIL participants are eligible to participate in contests during the first six weeks of the school year provided the following standards have been met:

- Students beginning grades nine and below must have been promoted from the previous grade prior to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.

- Students beginning their third year of high school must have earned a total of ten credits which count toward high school graduation credits or have earned a total of five credits which count toward high school graduation requirements during the 12 months preceding the first day of the current school year.
- Students beginning their fourth year of high school must have earned a total of fifteen credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.

**Exceptions:**

1. When a migrant student enrolls for the first time during a school year, all criteria cited above applies. All other students who enroll too late to earn a passing grade for a grading period are ineligible.
2. High school student transferring from out-of-state may be eligible the first six weeks of school if they meet the criteria cited above or school officials are able to determine that they would have been eligible if they remained in the out-of-state school from which they are transferring.

Students who are not in compliance with these provisions may request a hardship appeal of their academic eligibility through the UIL state office.

Local school boards may elect to adopt these standards for all activities in order to avoid having different standards for student participant (e.g., football, drill team, cheerleaders, and all other extracurricular activities as defined by the Commissioner of Education rule (19 TAC Chapter §76]).

**Eligibility for All Extracurricular Participants after the First Six Weeks of the School Year**

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility after the seventh calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted.

All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine or twelve weeks in length. Students who pass remain eligible until the end of the next grading period. All athletic coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three-school week evaluation periods for ineligible students.

- All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are academically eligible until classes resume in January. The same is true for the summer recess and fall and spring breaks provided those breaks consist of at least a full calendar week.
- Students in year-round schools are academically eligible during intersessions.
- If a grading period or three school week evaluation period ends on the last day prior to a school holiday of one calendar week or more (e.g. spring break, winter holidays), the seven calendar day grace period to lose eligibility and the seven calendar day waiting period to regain eligibility begin the first day that classes resume.
- Students lose eligibility for a three school week period. For purpose 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.

Two class days does not constitute a “school week” for purpose of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday. A school district may request an

exception from UIL officials to the two day school week in the event of a disaster, flood, extreme weather condition or other calamity as listed in TEC §42.005. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. After the first six weeks of the school year, academically ineligible students in schools with six week grading periods have one opportunity to regain eligibility after the first three school weeks of the grading period; students in a nine week grading period have two opportunities, one at the end of the first three school weeks and one at the end of the first six school weeks. Students who fail to regain eligibility at the evaluation period remain ineligible until seven calendar days after passing a grading period.

- Note: When computing eligibility calendars, it is helpful to remember that the seven day grace period after the grading period contains school week one of the three school week evaluation period. Also, a seven calendar day grace and waiting period is always applicable after grading periods and evaluation periods.

Example: The school week ends on Friday - Students who are losing eligibility have a seven calendar grace period and students who are gaining eligibility have a seven calendar waiting period. Eligibility is lost or regained the following Friday at the time the regular school day ends or would end if the day is a holiday.

Section 5 (b) of the UIL C & CR defines calendar week as 12:01 am on Sunday through midnight on Saturday.

19 TAC §76.1001 (b) states: The school week is defined as beginning at 12:01 am on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.

**EXEMPT COURSES as listed in Policy FM (LEGAL) adopted 05/2018, by Spring Branch ISD Board of Trustees:**

- All College Board Advanced Placement (AP) courses
- All International Baccalaureate (IB) courses
- ELA: high school/college concurrent enrollment classes (dual credit)
- LOTE: dual credit courses and LOTE coursed level IV-VII
- MATH: dual credit courses and Pre-Calculus (academic). See also chart below.
- SCIENCE: dual credit courses
- SOCIAL STUDIES: Social Studies Advanced Studies, Economics Advanced Studies, and dual credit courses

**Additional SBISD additional courses for High School and Middle School identified as EXEMPT COURSES** by the SBISD Board of Trustees, May 2018, in accordance with Policy FM (LEGAL) are found on the spring Branch ISD Athletic webpage under Coaches Resources

High School:

<https://www.springbranchisd.com/about/departments/talent-operations/athletics/coaches-resources>

Middle School:

<https://www.springbranchisd.com/about/departments/talentoperations/athletics/coaches-resources>

## D. FORMS AND INFORMATION

An athlete will not be permitted to try-out for any sport without a **COMPLETE Spring Branch ISD Athletic Participation Packet on file (paper or electronic)**. The forms in the Participation Packet should be fully completed and signed by parent/guardian. They include:

1. UIL Pre-participation Physical Evaluation - Medical History Examination Form.
2. UIL Pre-participation Physical Evaluation - Physical Examination form. Confirm that the physical was completed after April 1st.
3. Special Medical Information Form
4. Authorization to Consent to Treatment of a Minor form
5. Spring Branch ISD Authorization for the Release of Medical Information (FERPA) form.
6. District Athletic UIL Accident Insurance Plan Acceptance or Refusal form.
7. Spring Branch ISD Proof of Insurance form
8. Acknowledgement of Rules form.
9. Parent and Student Agreement/Acknowledgement Anabolic Steroid Use and Random Steroid Testing form.
10. Concussion Acknowledgement form.
11. Sudden Cardiac Arrest and Awareness form.

## ATHLETIC CODE OF CONDUCT

*Athletics is not a requirement for graduation and participation is strictly voluntary. Athletics, as a discipline, stressed work ethic, team play, sportsmanship, integrity and sacrifice. Should the actions of an athlete fail to exhibit these same characteristics, the privilege of participating in athletics may be forfeited. All coaches must be willing to work, within the guidelines of the Athletic Department, to help any athlete should he/she lose direction. It is our intention to help our athletes stay on course and succeed. However, when an athlete purposely or continuously violates guidelines, then it is up to the Head Coach to address the situation.*

### A. SPRING BRANCH ISD STUDENT ATHLETE'S CODE OF CONDUCT

It is the desire of the administration and coaching staff of the Spring Branch Independent School District to communicate to its students that participation in athletics is a **PRIVILEGE, NOT A RIGHT**. Participation on athletic teams and in related activities, while being an honor, is an opportunity for young athletes to learn important lessons about the responsibilities that are assumed by individuals in leadership roles. Therefore, all athletes are expected to:

1. Be tough competitors in the athletic arena.
2. Conduct themselves honorably, in both word and deed, by their demonstration of respect for their administrators, teachers, fellow students, opponents, contest officials and spectators.
3. Display and model behaviors associated with positive leadership both at school and in the community.
4. Exhibit strong citizenship and sportsmanship at all times.
5. Honor the spirit and letter of the rules.
6. Serve as positive representatives for their team, coaches, school, district and community during competitions and interactions with rivals.
7. Strive for academic excellence.
8. Adhere to the Board approved *Discipline Management Plan and Student Code of Conduct* (set forth in the Student Handbook Section C).
9. Follow the [UIL Student-Athlete's Code of Conduct](#) (see UIL Sportsmanship Manual, p.19).
10. Follow the SBISD Student-Athlete's Code of Conduct.
11. Follow athletic program and team guidelines at the campus of attendance.

It is the responsibility of each Head Coach to review the UIL and SBISD Student-Athlete's Codes of Conduct as well as all program expectations and team guidelines prior to the start of the season with

all student-athletes and their parents/guardians. Student-athletes and their parents/guardians should be aware that failure to abide by these policies may result in disciplinary consequences and/or removal from athletics.

## **B. DISCIPLINARY CONSEQUENCES**

According to the *Spring Branch ISD Student Code of Conduct* set forth in the *SBISD Student/Parent Secondary Handbook, Section C*, students are not eligible to attend or participate in any school activities until the day following the last day of the assignment if any of the following occur:

1. **In-School Suspension Assignment** - Students assigned to ISS are not eligible to attend or participate in any school activities until the day following the last day of the assignment.
2. **Out-of-School Suspension Assignment** - Students assigned to out-of-school suspension are not eligible to attend or participate in any school activities, nor permitted on school grounds, until the day following the last day of the assignment.
3. **Disciplinary Alternative Education Programs (DAEP)** - Students assigned to DAEP are not eligible to attend or participate in any school activities until the day following the last day of the assignment.
4. **Expulsion** - Students who have been expelled from school are not eligible to attend or participate in any school activities until the day following the last day of assignment.

## **C. ATHLETE EJECTION FROM CONTEST: UIL C & CR SECTION 1208(i)**

In general, it is the expectation of the SBISD Athletic Department that SBISD student-athletes will not be ejected from any contest. **Any player ejected from a contest is subject to an automatic penalty according to the UIL rules, effective August 1, 2018.** The automatic penalty for such an ejection is as follows:

A. FOOTBALL- ejected player misses the rest of the game in which they were ejected plus the first half of the following game.

B. OTHER SPORTS- Ejected player misses the rest of the game in which they were ejected plus all of the following game. Soccer Exception- this section does not alter the current point penalty structure for soccer player ejections, as required by National Federation of State High School Association's Soccer Player Rules that is outlined in the Soccer Coaches Manual.

C. APPEALS- The UIL Executive Director may develop a process for appealing student ejection.

If an athlete is ejected or suspended from a contest by an official or coach, it is the coach's responsibility to notify the Head Coach, CAD/CAC, and the Executive Director of Athletics as soon as possible as per UIL rules. A second ejection may lead to suspension from the team.

1. The ejected athlete's coach is required to provide in writing to their CAD/CAC and Executive Director of Athletics corrective measures that will be taken to avert future athlete ejections.
2. The head coach of an ejected player is required by UIL rules to submit details of the ejection electronically on the *Incident Reporting Form for Officials, Coaches and Administrators* (see UIL website).

## **D. POSSESSION OR USE OF ILLEGAL DRUGS OR ALCOHOL**

Each campus will develop a policy under the direction of the Campus Athletic Director/Campus Athletic Coordinator, and with the support of campus administration, concerning the possession or use of illegal drugs or alcohol by their student-athletes. This policy will be one that is followed campus-wide by each sport program. The policy will be reviewed with student-athletes and their parents prior to the start of the season. Student-athletes and their parents/guardians should be aware that failure to abide by these policies may result in disciplinary consequences and/or removal from athletics.



## **TRANSPORTATION OF STUDENTS**

As per Board policy, all SBISD athletes must travel with the team. All athletes must return with the team unless, prior to the trip, a parent or guardian has completed a ***STUDENT TRAVEL RELEASE FORM*** that allows the student-athlete to be released to the custody of the parents at the completion of the activity or event. In addition, there are additional forms that the SBISD Athletic Department has created for various student travel scenarios for our head coaches' use depending on the sport and the situation. Please contact the Director of Athletics/Coordinator of Athletics over your sport for assistance in these matters.

### **A. PROCEDURE FOR SECURING SBISD TRANSPORTATION**

SBISD school buses are to be used to transport all athletic groups whenever possible. High school athletic trips are to be within a 100 mile radius of the school district except for playoff contests beyond this limit. High School athletic trips beyond the 100 mile radius must have the approval of the Director of Athletics office and will be funded by the program's activity account. Transportation requests are submitted online through the School Dude online system.

### **B. PROCEDURE FOR SECURING CONTRACTED VEHICLES**

When a school bus is not practical because of distance and size of group, transportation may be in a contracted vehicle. The use of contracted vehicles must be approved by the Executive Director of Athletics or designee from a list of district approved vendors. The head coach shall work with their designated Coordinator of Athletics or Director of Athletics and/or Claudia Solorzano, to arrange the contracted vehicle being utilized.

### **C. TRAVEL BY SBISD TEAMS TO NON-ATHLETIC ACTIVITIES**

Travel by SBISD athletic teams or individual athletes **not directly related to a UIL sanctioned activity** (i.e., ropes course or team retreat) must receive approval from the CAD, CAC, Campus Principal and the Executive Director of Athletics. In addition, any contractual agreement between an athletic program and off-site vendor or organization must be reviewed and approved by the Spring Branch ISD Director of Purchasing before it can be signed by the head coach involved to finalize participation in the activity. If student-athletes are scheduled to be at any site around or engaged in water activities of any kind, they must meet district requirements regarding the completion of water safety training prior to embarking in the activity. Coaches should be reminded that the district student athletic accident insurance policy does not cover student-athletes in non-UIL related activities should they become injured in the course of participation.

### **D. TRAVEL BY STUDENT-ATHLETES TO OFF CAMPUS PRACTICE**

During the school day, no student-athlete is allowed to transport himself/herself to any off-campus practice facility unless a parent/guardian has completed a ***SBISD PERMISSION FOR STUDENT/PARENT PROVIDED TRANSPORTATION FORM*** prior to the trip.

### **E. STUDENT TRAVEL RELEASE**

An Early Release Form needs to be submitted for approval by the Campus Principal and CAD for any student trip which will cause athletes to miss academic classes.

All SBISD athletes must travel with the team. All athletes must return with the team unless, prior to the trip, a parent or guardian has completed a ***STUDENT TRAVEL RELEASE FORM*** that allows the student-athlete to be released to the custody of the parents at the completion of the activity or event.

### **F. TRANSPORTATION OF STUDENT-ATHLETES BY COACHES IN PERSONAL VEHICLES**

**Students may not be transported in coaches' personal vehicles at any time.**

## **G, SUPERVISION OF STUDENT-ATHLETES ON BUS**

Student-Athletes **MUST** be accompanied by a coach on the bus when the bus driver is a non-coach driver.

### **OVERNIGHT TRAVEL PROCEDURES (FMG Local Board policy)**

#### **GUIDELINES**

1. No more than one day of instruction may be missed for trips (in-state or out-of-state) per group per school year unless approval is granted by the principal and the Superintendent or designee.
2. Only students who are part of the performing group may participate in trips that require missing school unless authorized by the principal.
3. Extended trips requiring three or more days of absence from school or travel to a foreign country will require approval from the Board.
4. Students will not participate without consent of a parent or guardian [FMD (Exhibit) C and D].
5. District personnel must accompany students on all school-sponsored trips and will assume responsibility for the students' proper conduct.
6. An administrator or designee must accompany students on all overnight trips.
7. The adults supervising any student trip will take with them copies of each student's medical authorization form for trips [FMG (Exhibit) E & F].
8. The principal must approve all chaperones.
9. There must be a ratio of one chaperone per ten students for grades 6-12.
10. At least three weeks prior to a trip, a person who is not a District employee and is planning to be a chaperone must submit an electronic Volunteer application through the district at <https://www.springbranchisd.com/engage/partnerships-volunteers> . A person will not serve as a chaperone for any school trip unless he/she has been approved by the District.
11. When both male and female students participate in a school-sponsored overnight trip, they will be accompanied by at least one male and one female chaperone.
12. The expenses of the approved chaperones and bus drivers for school sponsored trips must be incorporated into the trip budget. Bus drivers are not considered chaperones.
13. The sponsors and chaperones are responsible for discipline on the entire trip, including bus travel.

#### **OVERNIGHT TRIP REQUEST FORM FOR NON POST-SEASON TRAVEL**

1. Coach must complete the SBISD Overnight Trip Request form (available on SBISD Athletic website).
2. Coach must attach copy of tournament bracket and/or letter of invitation.
3. Coach must ensure that student-athletes traveling miss no more than one (1) day of school per activity or event.
4. Entry fee may be paid by SBISD athletic department if funds are available.
5. Transportation, lodging and meals will not be funded by the District Athletic Department.
6. Coach must obtain approval and signatures of CAD and principal at least two months prior to the trip, except for:
  - a. UIL activities, including advancement to regional and state levels of competition.
  - b. Individual performances or competitions, including advancement to regional, state and national levels.
7. Completed and approved form is to be forwarded to SBISD Executive Director of Athletics for approval/signature.
8. Copy of form to be kept on file with head coach, athletic director and campus principal.

## **OUT-OF-DISTRICT TRAVEL PROCEDURES FOR POST-SEASON TRAVEL**

Each head coach should email the following information to their Director of Athletics/Coordinator of Athletics within 24-48 hours after qualifying for a post-season event:

1. Each head coach should complete the **Expense Request Form** within 24-48 hours after qualifying for a post-season event. Please be sure to include an accurate estimate of all expenses (excluding Texas sales tax). This allowance will be sent by “Direct Deposit” to the head coaches account. You can find this form on the Athletic webpage under Coaches’ Resources. Please e-mail the completed form to Claudia Solorzano, the Athletic Budget and Procurement Specialist.
2. Each head coach should refer to the **Overnight Trip Checklist** and complete all requirements within three days after qualifying for a post-season event. You can find these forms on the Athletic webpage under Coaches’ Resources. Please e-mail the required forms to the Record Management and UIL Compliance Specialist, Jessica Escobedo Galvez.
3. Claudia Solorzano, the Director of Athletics or Coordinator of Athletics will make your transportation arrangements through Enterprise. You should have a female chaperone when transporting female students in a rental vehicle, and a male chaperone when transporting male students in a rental vehicle. The Director of Athletics or Coordinator of Athletics and SBISD Transportation will arrange for a charter bus if necessary.
4. **MEALS** - Maximum meal and gratuity expense will be \$30 per day. If certain meals are included in the hotel, do not estimate this cost on the Expense Request Form. The head coach should bring the **Sales Tax Exemption Form** needed for meals. You can find this form on the Athletic webpage under Coaches’ Resources. No alcohol may be consumed during the trip.
  - a. Breakfast - Reimbursed at \$5 per breakfast. You must leave Houston before 7am to qualify for breakfast reimbursement on first travel day.
  - b. Lunch - Reimbursed at \$10 per lunch.
  - c. Dinner - Reimbursed at \$15 per dinner. You must arrive home after 6pm on the final day of travel to qualify for dinner reimbursement.
5. The Director of Athletics or Coordinator of Athletics will make your hotel arrangements. The head coach should complete and bring the **Hotel Occupancy Tax Exemption Form** with them at the time of check in to qualify for tax exempt status. You can find this form on the Athletic webpage under Coaches’ Resources.
6. Original, **itemized** receipts are required for the following:
  - a. Hotel (if necessary)
  - b. Food
  - c. Enterprise rental car(s)/van(s)
  - d. Gas for rental vehicle
  - e. Toll fees
  - f. Parking fees
7. **RETURNING FROM A TRIP** – When you return from your trip, you will have 10 days to submit all receipts and money (if necessary) to Claudia Solorzano. Please be aware of the maximum allowance which includes the gratuity expense. Monies spent over the maximum allowance will not be reimbursed, and you are responsible for this overage. Monies under the maximum allowance must be returned to Claudia Solorzano along with all receipts.
8. If you have any questions, please contact:
  - a. Claudia Solorzano at 713-251-1216 or [claudia.solorzano@springbranchisd.com](mailto:claudia.solorzano@springbranchisd.com)
  - b. UIL Compliance Specialist at 713-251-1208

## **GENERAL SPORTS PROGRAM GUIDELINES**

### **A. PARTICIPATION IN MULTIPLE SPORTS**

SBISD Athletic Department Guidelines allow and encourage a student-athlete to compete in multiple sports as long as the student-athlete can abide by all team rules and regulations. The athlete's communication with each program's coach regarding interest and scheduling is imperative. No coach shall discourage any athlete from participating in multiple sports.

A student-athlete who decides to quit one sport and enter another will be ineligible for participation in another sport until the end of the season for the sport for which he/she has quit, or unless the head coaches of both sports mutually agree to the student/athlete's participation and with approval of the CAD. A student-athlete quitting a sport after the first contest will forfeit any award for that sport.

The SBISD Athletic Department does not endorse player cuts but realizes that there are certain sports where cuts are necessary due to program management concerns or financial constraints.

### **B. OUTSIDE PARTICIPATION**

1. It is our hope that students can participate in club sports without compromising their relationship to their school team policies and guidelines.
2. A student can participate on a non-school team while participating on a school team of the same sport. However, missing a school event to participate in a non-school event will count as an unexcused absence and may result in a school team consequence of some kind.
3. Athletes who are injured outside of school (i.e., club sports, open gyms, recreational, etc.) will only receive first aid care until they are evaluated by a physician. The physician must provide in writing a treatment protocol for the athletic trainer to follow.

### **C. PARTICIPATION PHILOSOPHY**

It is the SBISD Athletic program philosophy that all student-athletes at the sub-varsity and middle school levels should have the opportunity to participate in game competitions provided they meet eligibility requirements and are in good standing.

At the varsity level, teams are playing to win the contest, and as such, playing time may be allocated with that end in mind.

### **D. TEAM RULES**

Team rules are to be established by each head coach and based on UIL and SBISD policies and administrative guidelines and regulations. Team rules should be approved by the CAD/CAC and should be in alignment with the policies of SBISD Athletics.

### **E. ATHLETIC AWARD GUIDELINES**

1. Major Varsity Awards (letter jacket, blanket, and sweater) are awarded one time to an individual student-athlete during the course of their high school career. A Major Varsity Award is awarded for the first varsity letter an athlete receives.
2. Letter jackets are paid for by SBISD Athletics for UIL sports participants.
3. A student-athlete who does not complete the season in good standing will forfeit any award for that sport.

4. Senior athletes who have not yet received a varsity award as members of an athletic program may, at the Head Coach's discretion, be allowed to measure for their jacket at the beginning of their senior year so they may receive their letter jacket early.
5. Head coaches will send the list of those student-athletes who should be measured to Jackie Wesley, Athletic Payroll Specialist, as well as the letter jacket representative.
6. The letter jacket representative will provide each coach with information about the ordering process for their student-athletes prior to the measuring date.
7. Each head coach should make every attempt to be present at lunch when their student-athletes are being measured for their jacket by the letter jacket company.
8. If student-athletes elect not to be measured for a jacket or receive a blanket or sweater, the head coach needs to make Athletics aware of this decision.
9. Head coaches and the Campus Athletic Director will review all letter jacket orders to be sure that the student's request is appropriate before the order is approved by Athletics.
10. Letter jacket orders will be received at Athletics before being sent to each campus for distribution.

## **F. CRITERIA FOR LETTERING**

Each Head Coach is responsible for establishing and adhering to the criteria by which an athlete may letter. As the demands and expectations of each sport are different, so may be the letter criteria vary. Basic considerations such as attendance, eligibility, sportsmanship, citizenship, adherence to school district/school policy, training rules, participation and general attitude will be included in each coach's criteria. A varsity letter can be awarded to a freshman that meets his/her sport criteria. Team Managers will receive appropriate awards based upon the recommendation of the Head Coach. It is up to each Head Coach to inform his/her athletes of the award criteria prior to the start of his/her specific season. Student Trainers will receive appropriate awards based upon recommendation of Head Athletic Trainer. Lettering criteria for each sport should also be submitted to the CAD and communicated to the parents of athletes via the Pre-Season Parent Information Meeting.

## **PARENT COMMUNICATION**

### **A. GENERAL GUIDELINES**

#### **Communication parents/guardians should expect from their child's coach:**

1. Coach's philosophy
2. Expectations the coach has for the parents'/guardians' son/daughter, as well as other players on the team.
3. Locations and time of practices and contests.
4. Team requirements, i.e., special equipment needed, school & team rules, off-season expectations.
5. Procedures that will be followed if your child becomes injured during participation.
6. Inherent dangers of the sport and the measures the coach plans to take to minimize those risks.

#### **Communication coaches should expect from parents/guardians:**

1. Concerns regarding the parents'/guardians' son/daughter expressed directly to the coach at the appropriate time and place.
2. Specific concerns in regards to the coach's philosophy and/or expectations.
3. Questions regarding organizational procedures and guidelines for your program.
4. Notification of any schedule conflicts well in advance

## **B. PARENT MEETING**

Every sport will conduct a Pre-Season Parent Meeting that will be coordinated with the CAD/CAC. Every Head Coach, CAC must keep a sign-in sheet of parents attending the meeting.

### **SBISD Athletic Department Guidelines for Conducting a Pre-Season Parent Meeting**

Every sport is required to conduct a Pre-Season Parent Meeting. This meeting will be held before the start of that respective sports first contest. The Spring Branch ISD Athletic Department, Campus Principal and CAD/CAC must be informed of the parent meeting. The purpose of the parent meeting is to provide the opportunity for:

1. Parents/guardians of the athletes to meet the coaching staff in a social setting. This will allow the parents/guardians to meet and visit with the staff away from the court of field.
2. The coaching staff to meet the parents/guardians of their athletes and get to know them other than as spectators in the stands at your contest.
3. The coaching staff to present the program to the parents/guardians. The parents/guardians need to have a clear understanding of what the athletic program consists of that their child is a part and to understand the expectations that the staff has for their son/daughter.
4. Parents/guardians to ask questions regarding organizational and administrative procedures and guidelines regarding the program of which their child is a part or the entire Athletic Program.
5. The dispersal of any program or Athletic Department information that needs to go out to the parents/guardians.

Parents/guardians of all your athletes should be present at the Pre-Season Parent meeting, if possible. Coaches should provide sign-in sheets requesting: Name, Address, Phone Numbers, and Athlete's Name. This might also be a time when you can distribute PAPF forms that can be completed and submitted, as well as the submittal of other important documents by the parents/guardians such as birth certificate, copy of utility bill, etc.

The staff members who should be in attendance are:

1. The head coach/Lead coach and assistant coaches
2. Athletic Trainer or Assistant Athletic Trainer
3. CAD/Asst. CAD. CAC/Asst. CAC.
4. Campus Administrator, if possible
5. A Booster Club Representative, if possible

## **C. Contacting Parents Regarding Pre-Season Parent Meeting**

It is the Head coach's responsibility to make sure that all parents/guardians have been contacted regarding the time/date and place of meeting in addition to any documentation that may be needed. Parents may be contacted by email or sending a letter home to the parents. Head/Lead coaches will provide the CAD/Asst. CAD, CAC/Asst. CAC with a copy of the letter prior to sending it out.

## **D. Agenda Items for Parent Meeting**

The Head Coach as well as the Assistant Coaches of that sport should attend and provide an agenda for the meeting. The Head Coach must also provide a sign-in sheet for the parents, which must be kept on file along with the agenda. The Athletic Trainer or the designee should present information on insurance, the campus treatment guidelines, training room hours, the need for Doctor notes, the Concussion Return-to-Play Protocol, etc.

1. Introduce Staff
2. Coaching Philosophy/Team's style of play/New rules of sport
3. Game schedules, Rank One, Directions to away venues, Game changes

4. Practice schedules and times, length of practices and games, criteria for being selected on squad
5. Coaches' email addresses/conference periods
6. SBISD Athletic Website information/Team website/Rank One
7. Telecommunication Devices in Locker Rooms

The SBISD Student Handbook states the following: "When use of any telecommunications or personal electronic device is granted, the use may not in any way:

- Disrupt the educational process in the District
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school
- Involve illegal or prohibited conduct of any kind

Specifically, the use of a cell phone or any device that may be used to take pictures, capture images, or video any locker room, bathroom or other areas in which students dress is prohibited."

8. Review Amateur Athletic Rule/UIIL Eligibility Rules
9. Sportsmanship expectations for athletes and fans, UIL Parent Manual
10. Philosophy regarding multiple sport participation
11. School Athletic Program Drug and Alcohol Policy for the campus athletic program
12. Grades and Eligibility and location of Eligibility calendar and exempt course list on Athletic website
13. UIL Player Code of Conduct
14. Lettering Policy (HS)
15. Transportation policy
16. Booster Club opportunities (HS)
17. Sports Medicine policies
18. NCAA Eligibility Center- as a resource
19. Social media concerns
20. Hazing and bullying
21. Texting policy of the district/ Use of Remind 101

## **OFF-SEASON PROGRAMS**

### **A. ATHLETIC PERIOD GUIDELINES**

Each SBISD Head Coach is responsible for the success of his/her program. One of the single most important aspects of success in an athletic program is having a quality off-season program. Each SBISD Head Coach will operate a quality off-season program in regard to his/her sport.

As the majority of Middle School athletes participate in one or more sports, the operation of a true off-season program may not be possible. The off-season program at the Middle School will revolve around a solid strength and conditioning program designed to benefit the athletes participating in all sports.

### **B. GRADING PROCEDURES**

Refer to your specific campus guidelines in regard to assigning grades for athletic periods

### **C. SUMMER STRENGTH/CONDITIONING CAMPS AND SPORTS SPECIFIC CAMPS**

Summer strength and conditioning camps and UIL and For Profit Sport Specific camps must be in compliance with UIL and SBISD guidelines. All camps must be approved by the Campus Principal, CAD/CAC and SBISD Athletic Department.

## **CERTIFICATION PROCEDURES FOR COACHES TO DRIVE A BUS**

To drive for SBISD, coaches must have a valid CDL passenger bus driving license and be approved by the SBISD Transportation Department. SBISD coaches will drive buses on athletic trips whenever possible.

## **NON-SCHOOL SPORTS AND CAMP PARTICIPATION**

Student-athletes and coaches must be aware of UIL/SBISD policies, guidelines and regulations in regard to non-school activities. Various UIL restrictions apply and can be accessed by following the link below.

<http://www.uiltexas.org/files/athletics/offseason-nonschool-participation.pdf>

## **FINANCIAL GUIDELINES AND RESPONSIBILITIES**

### **A. BUDGET**

All head Coaches will work with their Coordinator of Athletics/Director of Athletics and the Executive Director of Athletics in the development of the athletic budget.

### **B. PURCHASE ORDER REQUEST AND DELIVERIES**

Each CAC/Head Coach is responsible for the purchasing of equipment and supplies needed for his/her sport. Before any ordering is done for your sport, you must have a purchase order issued from the SBISD Purchasing department. The first step in ordering is to identify district contracts and approved vendors. A list of approved vendors can be accessed from the Purchasing website at the link below.

<https://cms.springbranchisd.com/skin2/>

### **C. PURCHASE ORDERS - REQUISITIONS**

Once you have identified a vendor and obtained any required quotes, you must fill out a requisition to be sent to the Director of Athletics/ Coordinator of Athletics responsible for your specific sport.

### **Notes on Creating a Requisition**

1. Include a copy of your quote with your requisition if applicable.
2. Fill in all spaces where appropriate - the more information the better.
3. Include any discounts.
4. Include shipping if necessary. Remember most vendors charge shipping; if you are not sure, call them.

### **After You Have Completed a Requisition**

1. Please send the completed requisition to Director of Athletics/Coordinator of Athletics along with any quotes, attachments or other miscellaneous information. The Director of Athletics/Coordinator of Athletics will approve the requisition and submit it to the Budget and Procurement Specialist, Claudia Solorzano, to be processed. The Budget and Procurement Specialist, Claudia Solorzano, will submit to Purchasing who will generate the purchase order.
2. All orders will be shipped to the Athletic Office. The Office Operations Specialist, Lisa Reese, will verify receipt of all items and notify you when they are ready to be picked up. No items will be released for pickup until they have been verified.



## Miscellaneous Notes

1. Do not order directly through the vendor - a purchase order must be issued to provide a proper paper trail for payment and audit.
2. Do not change your order with the vendor after the purchase order has been sent. If a change must be made, call the SBISD Athletic Budget and Procurement Specialist, Claudia Solorzano, the Director of Athletics or the Coordinator of Athletics and together it will be handled properly.

### **D. ENTRY FEES**

1. Fill out the Entry Fee Request Form for all tournaments of participation prior to the start of the season.
2. Attach the meet invitation and/or information letter from the coach/organization that is sponsoring the event. This letter needs to include the cost of the event, who to make the check payable to and the address for mailing.
3. Send the form and all attachments to the Director of Athletics/Coordinator of Athletics responsible for your sport.
4. The Director of Athletics/Coordinators of Athletics will verify the amount available for each tournament. Any balance over the approved amount will need to be paid by your activity fund.
5. Once the amount has been verified, the Athletic Director/Coordinators of Athletics will submit the entry fee requests for payment to the Budget and Procurement Specialist.
6. The Budget and Procurement Specialist will initiate the requisition required to have a check issued.

## **PUBLIC RELATIONS**

### **A. ATHLETIC BOOSTER CLUBS**

Booster Clubs can enrich the school's participation in extracurricular activities. Athletic Booster Clubs shall work within a framework prescribed by SBISD Administration and Board Policy. SBISD athletic booster clubs will be under the supervision of the CAD, the Campus Principal or their designee and the Executive Director of Athletics. In Spring Branch, each high school will have a single general athletic booster club that will support all athletic programs of the school. Head Coaches will be held responsible for UIL/SBISD compliance.

Of particular note: (from **the UIL Booster Club Guidelines**)

1. Coaches and Directors of UIL academic, athletics and fine arts may not accept more than \$500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to one particular gift.
2. Booster Clubs cannot give anything to students, including awards. Student-athletes are prohibited from accepting valuable consideration for participation in school athletics. Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable, or consumable.
3. Schools must give prior approval for any banquet or get together given for students. Athletic Booster Club funds shall not be used to support athletic camps, clinics, private instruction, or any activity outside of the school.
4. All pre-season and/or post-season banquets will be coordinated by the Campus Athletic Director and the Head Coach of each sport. Total funding for all athletic banquets will be the

responsibility of athletic booster clubs. All sports banquets will be held on campus or other school district facilities.

5. Schools shall not pay to coaches, and coaches shall not accept, funds gathered by a high school booster club or other sources within the school district. See Section 1202(b), UIL Constitution and Contest Rules.
6. Students may not accept money or other valuable consideration from school booster club funds for any non-school purpose. See Section 441(A) (3), UIL Constitution and Contest Rules.

Additional information can be found in the following resources:

1. **UIL BOOSTER CLUB GUIDELINES** - <https://www.uil texas.org/files/booster-guide.pdf>
2. **SBISD FINANCIAL MANAGEMENT HANDBOOK FOR PARENT ORGANIZATIONS** - <http://cms.springbranchisd.com/LinkClick.aspx?fileticket=jJ1gEoQsvQA%3d&tabid=26954>

### 1. FUNDRAISING

Specific finance fundraising guidelines are in place for all student groups. Any type of fund-raising project must have prior approval by the Campus Principal. Each student group is allowed three fundraisers per year. These must be submitted in the spring for Board approval for the next school year. For additional information, coaches should contact the Financial Bookkeeper at their school. All funds must be deposited into the school activity fund in a timely manner. No proceeds should ever be taken home or deposited into the coaches or sponsors personnel bank account. This money can only be used for the students. Coaches cannot use this money for their own benefit.

### 2. MEDIA RELATIONS

Media relations will be handled cordially and professionally. The Executive Director of Athletics or designee must approve any unusual media requests and/or interviews. This would include but would not be limited to live streaming radio and television broadcasts.

### 3. ALUMNI RELATIONS

Each head coach is responsible for promoting and fostering relationships with alumni. All alumni games must be approved by the Executive Director of Athletics or her designee, the Campus Athletic Director, and campus principal before proceeding.

### 4. ATHLETIC PROGRAM PUBLIC RELATIONS

Each Head Coach is responsible for promoting his/her program within the guidelines of the UIL and Spring Branch ISD policies. Any unusual public relations promotions must be approved by the Executive Director of Athletics in collaboration with the CAD and Campus Principal.

### 5. SOCIAL MEDIA

#### 1. **Policies Regarding Use of Electronic Media**

- SBISD coaches shall adhere to District policies related to the personal use of electronic media (DH) and the use of electronic media with students (DH, CQ)
- Employees shall limit communications to matters within the scope of the employee's professional responsibilities.
- The employee is prohibited from knowingly communicating with students through a personal social network page.
- Employees shall not communicate directly with any student between the hours of 10:00 pm and 6:30am.
- It is strongly recommended that SBISD coaches utilized Remind 101 as a means of communication with all student-athletes as opposed to using text messaging.

## **2. Team Websites**

Team websites should be kept on the SBISD webpage and adhere to SBISD policy. Coaches are responsible for their own webpage and should consistently monitor contents for inappropriate material such as photos, videos, music, etc.

# **SPORTS MEDICINE GUIDELINES (HIGH SCHOOL AND MIDDLE SCHOOL)**

## **A. PHYSICAL GUIDELINES**

The athletic trainer must clear each athlete prior to participation at the high school and middle school level.

1. All required forms must be completed before a student participates in any tryout, practice, athletic class, open gym, open weight room, athletic competition, or travels with an athletic team for any purpose.
2. The student-athlete is required to use the UIL Pre-participation Evaluation – Physical Examination form. **NO OTHER** Physical Examination form can be accepted as per the U.I.L. A new physical exam must be given prior to each school calendar year. Any physical prior to April 1st, may not be valid after August 1st.

The required forms are listed below:

<b>PAPER VERSION PRE-PARTICIPATION PACKET (Individual forms in packet)</b>	<b>ELECTRONIC VERSION PRE-PARTICIPATION PACKET (Grouped forms online)</b>
UIL Pre-participation Physical Evaluation –Medical History Physical Examination Form	UIL Pre-participation Physical Evaluation –Medical History Physical Examination Form
Special Medical Information Form	Special Medical Information Form
Authorization to Consent to Treatment of a Minor	Authorization to Consent to Treatment of a Minor
SBISD Authorization for the Release of Medical Information Form (FERPA)	SBISD Authorization for the Release of Medical Information Form (FERPA)
District Athletic UIL Accident Insurance Plan Information	District Athletic UIL Accident Insurance Plan Information
District Athletic UIL Accident Insurance Plan Acceptance or Refusal Form	District Athletic UIL Accident Insurance Plan Acceptance or Refusal Form
Spring Branch Independent School District Proof of Insurance Form	Spring Branch Independent School District Proof of Insurance Form
Acknowledgement of Rules Form	Acknowledgement of Rules Form
Parent and Student Agreement Acknowledgement Anabolic Steroid Use Random Steroid Testing Form	Parent and Student Agreement Acknowledgement Anabolic Steroid Use Random Steroid Testing Form
Concussion Acknowledgement Form	Concussion Acknowledgement Form
Sudden Cardiac Arrest Awareness Form	Sudden Cardiac Arrest Awareness Form

\*\*\*Please note: Student athletes with special conditions such as diabetes, asthma, etc. will be required to fill out additional paperwork that corresponds with special medical information form.

## **B. TRAINING ROOM TREATMENT/EVALUATION GUIDELINES**

No one, regardless of affiliation, is to be denied first aid in the case of an emergency.

1. Treatments are to be administered only to:

Student-athletes from SBISD high schools and middle schools that are injured during UIL athletic activities. These activities include:

Baseball	Swimming & Diving
Basketball	Student Athletic Trainers
Cross Country	Student Managers
Football	Tennis
Golf	Track & Field
Soccer	Volleyball
Softball	Middle School Athletics

2. All of the above must have a current physical on file in order to receive treatment.
  - a. Only student-athletes who are involved in UIL athletic activities will be treated.
  - b. Any athlete who is under the care of a physician must provide written documentation of treatment protocol, restrictions, and/or release for return to play.

## **C. NON-UIL ATHLETIC INJURIES FOR UIL ATHLETES**

UIL athletes who are injured outside of school (i.e. club sports, open gyms, recreational, etc.) will only receive first aid care after physician evaluation. The physician must provide in writing a treatment protocol for the athletic trainer to follow.

Non-UIL athletic injuries for UIL athletes will be seen in the Athletic Training Room under the following guidelines:

1. The student-athlete must provide a prescription for treatment/rehabilitation from the medical doctor. The information must be specific as to what type of rehabilitation is to be performed.
2. No injuries that are the result of a motor vehicle accident will be seen.

## **D. PROCEDURE FOR SENDING MS ATHLETES TO SEE THE ATHLETIC TRAINER**

1. The Middle School coach must contact the Athletic Trainer regarding the student athlete injury and to schedule an appointment for treatment.
2. Whenever possible, a parent, legal guardian or coach should accompany the athlete to see the Athletic Trainer.

## **E. COMMUNICATION GUIDELINES FOR TRANSPORT OF SBISD STUDENT ATHLETES TO HOSPITAL**

Coaches and/or the athletic trainer must notify the following individuals:

1. Executive Athletic Director
2. Coordinator of Athletics
3. Campus Principal
4. 4. CAD/CAC

## **F. EXTREME HOT WEATHER ATHLETIC GUIDELINES**

### Considerations to reduce risk factors:

1. Staff will work to educate student-athletes and parents about heat illnesses and prevention. Instruction will include information regarding proper hydration, acclimatization, work/rest ratio, signs and symptoms of exertional heat illness, treatment, dietary supplements, nutritional issues, and fitness status.
2. When an athlete enters a football program, there is a four-day window of practice without pads before pads may be worn, during this time schools are limited to no more than one practice per day.
3. The SBISD staff, athletic trainers and coaches will modify work/break ratios, practice schedules, and the amount of equipment worn based on the SBISD Heat Policy and UIL Guidelines.
4. Athletes will have unrestricted access to unlimited amounts of cold water. Appropriate hydration before, during, and after physical activity is integral to healthy, safe and successful sports participation.
5. Athletes will be allowed to remove themselves from workouts as needed.
6. Coaches of indoor sports will modify outdoor workouts accordingly with a heat index greater than 93 degrees.
7. All practice schedules will be submitted to the SBISD athletic office for review and approval.

### **Chain of Command**

1. Athletic Trainer/ Executive Athletic Director
  2. Director of Athletics/Coordinator of Athletics, CAD, CAC and/or Head Coach of that particular sport
  3. Assistant Coach of that particular sport
- The SBISD Director of Athletics/Coordinators of Athletics and Athletic Trainers at each high school will be responsible for monitoring the weather and recommending modification or suspension of athletic activities.
  - In the event an athletic trainer is not present, the head coach of that sport will assume responsibility.

### **Means of Monitoring**

1. SBISD Athletic department will use all available resources to monitor severe weather activity. Such resources include: weather apps, local internet weather sites, on-site thermometers, and local school campus weather information.
2. At the middle school level and any site without an athletic trainer, the CAC can use the following approved websites to monitor weather.
  - [www.accuweather.com](http://www.accuweather.com) – enter zip code
  - [www.wunderground.com](http://www.wunderground.com) –weather-all nearby neighborhood weather stations, find the closest weather station near your campus.
  - [www.weatherbug.com](http://www.weatherbug.com)
3. In severe hot weather situations, a district wide email will be sent out by the Executive Athletic Director announcing outdoor activity strategies.

Heat Index for Indoor Sports	Heat Index for Outdoor Sports	
Less 93	Less 100	No Mandatory Restrictions
93-97	100-104	<ul style="list-style-type: none"> <li>● Outdoor Workout limited to 2 hours, every 30 minutes of work athletes will have a minimum of a 10-minute break as a team.</li> <li>● Team.</li> <li>● Cross Country must stay on campus, limit runs to ½ - of normal length.</li> <li>● Tennis will be limited to 90 minutes of practice with 10 minute breaks every 30 minutes</li> <li>● Athletes are allowed to remove helmets if not actively participating.</li> </ul>
98-102	105-109	<ul style="list-style-type: none"> <li>● Outdoor High School workouts limited to 90 minutes, every 20 minutes of work athletes will have a minimum of 10-minute break as a team.</li> <li>● A 10-minute break should precede all conditioning for high school and conditioning should take place without helmets, shoulder pads and not exceed 10 minutes.</li> <li>● Middle School workouts limited to 60 minutes, every 20 minutes of work athletes will have a minimum of 10-minute break as a team.</li> <li>● Middle School conditioning should be moved indoors.</li> <li>● Extra conditioning/running cancelled for all levels.</li> <li>● Decrease repetitions and practice for overweight individuals.</li> <li>● Tennis workouts will be limited to 90 minutes with 10-minute breaks every 15 minutes.</li> <li>● Cross Country must stay on campus, limit outdoor activities to ¼ of normal length.</li> </ul>
103-107	110-114	<p>Middle School workouts will be moved indoors.</p> <ul style="list-style-type: none"> <li>● Shorts and t-shirts, helmets for high school outdoor workouts.</li> <li>● Practice shortened to 90 minutes for high schools, a break of 10 minutes will be given every 15 minutes of work.</li> <li>● Conditioning should take place indoors</li> <li>● Decrease repetitions and practice for overweight individuals</li> <li>● Cross Country and Tennis practice will be shortened to 45 - 60 minutes with 10-minute breaks every 15 minutes.</li> </ul>
Greater than 108	Greater than 115	No workouts for all sports.

## G. OZONE ALERTS – CAMPUS/DISTRICT PROCEDURES

Purpose: To have an action plan in place, addressing the health and well-being of all students when ozone levels are reported to be unhealthy, allowing for site based and district-wide interventions as appropriate.

Athletic trainers will monitor the ozone levels daily by accessing the website:

[www.tceq.texas.gov/cgi-bin/compliance/monops/select\\_curlev.pl](http://www.tceq.texas.gov/cgi-bin/compliance/monops/select_curlev.pl)

There will be a color code and the name of the primary pollutant being monitored (i.e., ozone, carbon monoxide, particulate matter, etc.). The color is an interpretation of the numbers being reported and are as follows: AQI=Air Quality Index.



### Air Quality Index for Ozone

(based on 8-hr average concentrations)

Index Values (Conc. Range)	Air Quality Descriptors	Cautionary Statements for Ozone
0 – 50 (0-59 ppb)	Good	No health impacts are expected when air quality is in this range.
51 – 100 (60-75 ppb)	Moderate	Unusually sensitive people should consider limiting prolonged outdoor exertion
101 – 150 (76-95 ppb)	Unhealthy for Sensitive Groups	Active children and adults, and people with respiratory disease, such as asthma, should limit prolonged outdoor exertion
151 – 200 (96-115 ppb)	Unhealthy	Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children should limit prolonged outdoor exertion.
201 – 300 (116-374 ppb)	Very Unhealthy	Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion; everyone else, especially children, should limit outdoor exertion.



## **H. COLD WEATHER GUIDELINES**

Cold weather is defined as any temperature that can negatively affect the body's regulatory system. These do not have to be freezing temperatures. The following guidelines have been established for Spring Branch ISD Athletic Department practices. The Executive Athletic Director reserves the right to modify or cancel games due to extreme weather on a case by case basis.

### **HIGH SCHOOL ATHLETIC COLD WEATHER PRACTICE POLICY**

#### **Wind Chill Factor 41° - 45°F with Precipitation:**

- 35 min. of exposure, then 20 min. indoors (may return outside after 20 min.)
- Must change to dry clothing before returning outside
- Athletes must be dressed in warm-ups with extremities covered at all times

#### **Wind Chill Factor 40°F or lower with Precipitation:**

- No outside exposure, all practices will be indoors

#### **Wind Chill Factor 41° - 42°F (Dry):**

- 45 min. of exposure, then 15 min. indoors (may return outside after 15 min.)
- Athletes must be dressed in warm-ups with extremities covered at all times

#### **Wind Chill Factor 36° - 41°F (Dry):**

- 30 min. of exposure, then 15 min. Indoors
- Athletes must be dressed in warm-ups with extremities covered at all times

#### **Wind Chill Factor 35°F or lower (Dry):**

- No outside exposure, all practices will be indoors

### **MIDDLE SCHOOL ATHLETIC COLD WEATHER PRACTICE GUIDELINES**

#### **Wind Chill Factor 55°F or lower (Precipitation or Dry):**

- 35 min. of exposure, then 20 min. indoors (may return outside after 20 min.)
- Must change to dry clothing before returning outside
- Athletes must be dressed in warm-ups with extremities covered at all times

#### **Wind Chill Factor 45°F or lower (Precipitation or Dry):**

- No outside exposure, all practices will be indoors

**Cold Weather Termination:** When temperature or wind chill reaches 30°F and below, there will be a termination of outside practices and games.

## **I. UIL Cold Weather Illness Information**

**Hypothermia:** Hypothermia is a decrease in core body temperature.

1. Mild Hypothermia - shivering, cold sensation, goose bumps, numb hands.
2. Moderate Hypothermia - intense shivering, muscle incoordination, slow and labored movements, mild confusion, difficulty speaking, signs of depression, withdrawn.
3. Severe Hypothermia - shivering stops, exposed skin is bluish and puffy, inability to walk, poor muscle coordination, muscle rigidity, decrease in pulse and respiration rate, unconsciousness.

#### **Management:**

1. Remove athlete from cold environment.
2. Remove wet clothing and replace with dry clothing and/or blankets.

3. Refer all moderate cases to the emergency room once safe to transport.
4. Treat severe hypothermia as a medical emergency! Wrap the athlete in an insulated blanket and see emergency medical care immediately.

**Frostbite.** Thermal injury to the skin caused by cold exposure.

1. Frostnip - skin appears white and waxy or gray and mottled; possible numbness and pain.
2. Superficial Frostbite - skin appears white, mottled or gray; feels hard or rubbery but deeper tissue is soft, insensitive to touch.
3. Deep Frostbite - skin is white and has a wooden feel, numbness and anesthesia.

**Management:**

1. Do not rub the area.
2. Gently rewarm the area by blowing warm air onto the area, placing the area against a warm body part, or placing the affected area into warm (101 – 108 degrees F) water for several minutes.
3. If not absolutely certain that the tissue will stay warm after rewarming, do not rewarm it.
4. Refreezing newly thawed frostbitten tissue can cause extensive tissue damage!
5. If a person is also suffering from hypothermia, the first concern is core rewarming.

**Prevention:**

1. The best method of management is prevention.
2. Dress in layers
3. Cover the head to prevent excessive heat loss from the head and neck
4. Stay dry by wearing a wicking fabric next to the body and a breathable, water repellent outer layer.
5. Stay adequately hydrated.
6. Eat regular meals.
7. Avoid alcohol, caffeine and nicotine.
8. Educate participants, coaches, officials and administrators in recognition of cold-related illnesses.
9. Consider cancellation of athletic events if weather conditions warrant.
10. If unsure whether an athlete is hypothermic, err on the side of caution and treat accordingly.

**J. SBISD LIGHTNING GUIDELINES**

Lightning can strike from up to 8 miles away, so any storm within an 8-mile range presents a risk to anyone engaged in an outdoor activity. Therefore, all outdoor activity is to be suspended until the monitoring authority has determined that it is safe to resume outside activity.

1. **Weather Alert**--will be issued for the outdoor activity if there is a high probability of severe weather or lightning. When a weather alert occurs, a designated person should be put in charge of monitoring the weather. This may be an athletic director, athletic trainer, head coach or Campus Athletic Coordinator or Assistant Campus Athletic Coordinator.
2. **Thor Guard**— Thor Guard is a lightning prediction and warning system continuously monitors the atmosphere's electrostatic energy and evaluates the potential for lightning. The system is designed to give 8-15 minutes of advance warning of imminent lightning activity. When the system reaches a preset level of red alert, the horn system automatically activates one 15-second blast of the horn. The horn system automatically activates three 5-second blasts of the horn as

conditions improve and it is safe to resume outdoor activity. This is referred to as an “all clear” signal. Thor Guard is currently located at Tully and Grob Stadiums, Memorial, Northbrook, Spring Woods and Stratford High Schools, and the W.W. Emmons Natatorium.

1. **Lightning Safety Plan**— Lightning can strike from up to 8 miles away, so any storm within an 8-mile range presents a risk to anyone engaged in an outdoor activity/swimming at the natatorium. The lightning safety plan will go into effect when the potential of dangerous lightning occurs within 8 miles of the venue and the following steps are to take place:
  - a. **Suspend** all outdoor activity/swimming at the natatorium.
  - b. **Evacuate** all outdoor persons to a safe structure. Examples of a safe shelter are automobile, bus, dressing room, or other building. A dugout or awning are not considered safe shelter.
  - c. **Monitor** inclement weather.
  - d. **Resume activity** – After an “all clear” signal, the game administrator will continue to monitor the weather and determine when it is safe to resume outside activity/swimming at the natatorium.
  
2. **Venues where Thor Guard is Installed** - The Thor Guard system will be followed when the horn system automatically activates. All persons should evacuate to a safe structure. Administrators should evacuate spectators from the stadium or field. Spectators should take shelter in their vehicles. Spectators without a vehicle should move to shelter designated by the game administrator. After an “all clear” signal, the game administrator will continue to monitor the weather and determine when it is safe to resume outside activity/swimming at the natatorium.
  
3. **Venues without Thor Guard** - When a lightning strike is observed, all persons should evacuate to a safe structure. Administrators should evacuate spectators from the stadium or field. Spectators should take shelter in their vehicles. Spectators without a vehicle should move to shelter designated by the game administrator. The game administrator will continue to monitor the weather and determine when it is safe to resume outside activity.

## **K. UIL Practice Regulations During the Year**

Any UIL practice conducted by a school outside the school year must be in accordance with the following regulations:

1. Student athletes shall not engage in more than three hours of practice activities on those days during which one practice is conducted.
2. Student athletes shall not engage in more than five hours of practice activities on those days which more than one practice is conducted,
3. The maximum length of any single practice session is three hours.
4. On days when more than one practice is conducted, there shall be, at a minimum, two hours of rest/recovery time between the end of one practice and the beginning of the next practice.

## **L. UIL Practice Regulations Outside the Year**

When determining how to count times spent as "practice activities" please consult the following chart:

What Counts	What Doesn't Count
Actual on field/court practice	Meetings
Sport Specific Skill Instruction	Weight Training*
Mandatory Conditioning	Film Study
Water Breaks	Injury Treatment
Rest Breaks	Voluntary Conditioning*

\*Does not count towards practice time but **cannot** be done during the two hour rest/recovery time

In reference to the minimum one hour rest/recovery time between the end of one practice and the beginning of the next practice (on days when more than one practice is scheduled), there can be no practice activities at all during this time. This time is exclusively for students to rest/recover for the following practice session, whether that session is an actual on field/court practice or a mandatory weight or conditioning period.

## **SPRING BRANCH ISD INFECTION CONTROL GUIDELINES**

### **A. District Athletic Department Protocol for Addressing Reported Cases of Staphylococcal (Staph) Infections**

1. School personnel must contact the Executive Director of Athletics to let her know of any reported cases of staph infection at their school.
2. The Executive Director of Athletics will contact the following individuals:
  - a. The principal and head athletic trainer/CAD/CAC to ascertain more details about the specific outbreak.
  - b. The Assistant Superintendent of Talent and Operations to let them know of the incident and to alert them of the actions being taken.
  - c. The department head of Custodial Services so that a plan can be developed to deep clean the locker room and any equipment associated with the sport.
  - d. The District Risk Manager to let him/her know of the incident and to alert him/her of the actions being taken.
3. The Head Athletic Trainer/CAD/CAC will:
  - a. Visit with all athletes associated with the particular sport impacted to educate them on staph, to ascertain whether there might be more undocumented cases of staph infection, and to communicate with the student-athletes about the importance of them letting their coaches and athletic trainers know of any potential rash/skin outbreak.
  - b. Send a letter home to the parents letting them know of the issue and the preventative steps they can take to decrease the chance of further outbreak.
4. The Executive Director of Athletics will continue to monitor the situation along with the school principal and administrative staff, head athletic trainer, or CAD/CAC to ensure that the outbreak was contained and that potential for future outbreaks are diminished.

### **B. UIL Information on Staphylococcal Infections for Athletes**

This information is provided to assist you in the control and prevention of staphylococcal (commonly called staph) infections. These infections usually are easy to treat with inexpensive, well-tolerated

antibiotics. However, some staph bacteria have developed resistance; that is; the antibiotics can no longer kill the bacteria. Although antibiotic-resistant infections pose a significant health threat, the following measures are effective against many other infectious diseases.

### **C. What is Staphylococcal Infection?**

Staphylococcus aureus commonly causes boils and soft-tissue infections as well as more serious conditions such as pneumonia or bloodstream infections. According to the Centers for Disease Control and Prevention (CDC), twenty to thirty-five percent of adults and children in the United States are colonized with staph; this bacteria is present but do not cause illness. Staphylococcus aureus colonization usually occurs in the armpit, groin, genital area, and, most frequently, the inside of the nose. Most infections occur through direct physical contact of the staph bacteria with a break in the skin (cut or scrape) or during contact with inanimate objects (such as clothing, bed linens, or furniture) soiled with wound drainage. Your hands must be clean before you touch your eyes, nose, mouth, or any cuts or scrapes on the skin. The staph bacteria is not carried through the air and is not found in dirt or mud.

Methicillin resistant Staphylococcus aureus (MRSA) A MRSA (often pronounced mer-sa) infection, unlike a common Staphylococcus aureus infection, cannot be treated with methicillin-related antibiotics (such as penicillin). The treatment may be longer, expensive, more complicated, and infections can reappear frequently. Originally, MRSA was limited to hospitals and long-term care facilities. In the past few years, sporadic reports of MRSA not associated with the medical environment have been confirmed. Since the summer of 2002, MRSA outbreaks associated with sports teams have been reported. These outbreaks have included wrestling, volleyball, and most frequently, football teams.

### **D. Strategies to Prevent Staphylococcal Infections**

#### **HAND WASHING IS THE SINGLE MOST IMPORTANT BEHAVIOR IN PREVENTING INFECTIOUS DISEASE**

The proper way to wash your hands:

1. Use warm water.
2. Wet your hands and wrists.
3. Using a bar or liquid soap.
4. Work soap into a lather and wash between fingers, up to wrists, and under fingernails for at least 15 seconds.
5. Dry, using a clean cloth towel or paper towel.
6. Use alcohol-based hand sanitizers to wash hands immediately if they are exposed to anybody fluid at the playing field or other places where hand-washing facilities are not available.

Wash your hands as described above:

1. After sneezing, blowing, or touching your nose.
2. Before and after close contact or using the toilet.
3. Before leaving the athletic area.

#### **Other Precautions**

1. Keep your hands away from your nose and groin.
2. Do not share towels, soap, lotion or other personal care items, even on the sidelines at games.

3. Shower with soap and water as soon as possible after direct contact sports.
4. Dry using a clean, dry towel.
5. Use a moisturizing lotion to prevent dry, cracked skin.
6. Prewash or rinse with plain water items that have been grossly contaminated with body fluids.
7. Wash your towels, uniforms, scrimmage shirts, and any other laundry in hot water and ordinary detergent and dry on the hottest possible cycle.
8. Inform your parents of these precautions if laundry is sent home.
9. Directions that are more specific may be provided by your athletic trainer or coach.

### **E. How to Care for Draining Wounds**

MRSA may be more difficult to treat. However, treatment is usually successful after prompt, appropriate evaluation by a doctor or clinic and when the correct antibiotic(s) (if indicated) is prescribed. Other types of treatments may be indicated.

### **F. With Your Physician**

A physician or advanced practitioner should examine the wound. A culture and susceptibility test should be performed to determine what bacteria you have and what antibiotic would be the most effective with the fewest side effects. If the practitioner determines you do not have a bacterial infection, you will not receive an antibiotic. Antibiotics are not effective against non-bacterial infections.

1. Take all medication even after the infection seems to have healed.
2. If a topical ointment is prescribed, apply as directed.
3. Follow all other directions the physician/practitioner gives you.
4. Inform the physician/practitioner if you are not responding to treatment.

### **G. How to Take Care of Wounds at Home**

1. Avoid direct contact with others until the wound is no longer draining and you have been instructed by your physician to resume your usual activities.
2. Wash your hands frequently, especially before and after changing Band-Aids, bandages, or wound dressings.
3. Keep the wound covered. The dressing must be changed at least twice a day or, more frequently, if drainage is apparent.
4. All disposable materials that come in contact with the wound (including dressings or bandages) need to be placed in a separate plastic bag and closed before being disposed of in the household trash. Wash your hands after removing and disposing of the soiled dressing.
5. Use isopropyl alcohol (available at pharmacies or grocery stores) to disinfect reusable materials, such as scissors or tweezers after each use.
6. All items that come in contact with the wound must be disinfected with a fresh (prepared daily) mix of one tablespoon of household bleach to one quart of water or a phenol-containing product such as “Lysol” or “Pine-sol”. Use a phenol-containing spray to disinfect any cloth or upholstered surface. Other commercially available products may be appropriate.
7. Have a designated chair or area for sitting. It should have a hard surface or an easily cleaned plastic or similar cover for easy disinfection. No one else should sit there until the wound has healed completely.
8. Utensils and dishes should be washed in the usual manner with soap and hot water or using a standard home dishwasher.

9. Carry laundry away from the body in a plastic or other lined bag that will not allow wet articles to drain through.
10. Handle and launder all clothing, towels, and linens that come in contact with the wound separately from those of other members of the household. Use a separate hamper.
11. Articles that come in contact with the wound should be washed in hot water with the usual detergent.
12. Dry clothes thoroughly using the hottest setting.
13. Towels and linens should be changed daily.
14. Do not share ointments or antibiotics.

## **H. How to Take Care of Wounds at School**

1. Follow any instructions that your athletic trainer, coach, or school nurse give you regarding direct contact with other persons at school.
2. Carry and use an alcohol-based hand sanitizer when soap and water are not available.
3. Wash hands immediately after contact with the wound.
4. Do not take antibiotics to prevent an infection.

\*\*\*For additional sources of info visit <http://www.uil texas.org/>

## **SPRING BRANCH ISD CONCUSSION GUIDELINES**

### **A. Introduction**

The Centers for Disease Control and Prevention (CDC) estimates that there are approximately 300,000 cases of mild traumatic brain injury (MTBI) or concussions annually in the United States as the result of participation in sports. The Sports Concussion Institute estimates that 10 percent of athletes in contact sports suffer a concussion during a season. A 2006 report estimated that there were 92,000 cases of concussions in American high school sports annually, and that these rates seem to be increasing. Also of concern is the risk of repeated concussions and second-impact syndrome to our young athletes. These two problems can have long-lasting and even terminal effects on the individual. In order to have a standard method of managing concussions to SPRING BRANCH ISD athletes, the following guidelines are intended to serve as a written protocol for concussion management.

SPRING BRANCH ISD is coordinated with H.B. 2038. Any student athlete removed from a workout, practice or competition due to the recognition of concussion-related signs and symptoms will not be allowed to return to any participation for the remainder of that day. If the student athlete is deemed to have a concussion, he or she must be cleared to resume participation by one of the following licensed healthcare professionals:

- Medical Doctor (M.D.)
- Doctor of Osteopathy (D.O.)
- Advanced Practice Nurse (NP, CNRA, CNS, CNM)
- Physician Assistant (P.A.-C.)

The athlete must provide written statement from the treating physician indicating that, in the physician's professional judgment, it is safe for the athlete to return to play. The athlete's parent or guardian and the athlete must then sign and return to the school district designee the UIL Concussion Management Protocol Return-to-Play Form - Supplement C3 indicating the following:

- They have been informed and consent to the policies established under the RTP Protocol; they understand the risks associated with the student athlete's returning to play;
- They agree to comply with any requirements outlined by the concussion policy;

- They consent to the physician’s disclosure of health information that was related to the concussion and treatments;
- They understand the district and school’s immunity from liability.

**B. Concussion Oversight Team (COT):**

According to TEC Section 38.153:

“The governing body of each school district and open-enrollment charter school with students enrolled who participate in an interscholastic athletic activity shall appoint or approve a concussion oversight team.

**C. The Spring Branch ISD Concussion Oversight Team**

- P. Tim Sprockel, M.D. – Methodist West Houston Hospital
- Russell Thomas, P.A.-C. – Memorial Hermann Ironman Memorial City
- Judy Christopherson, RN – Supervisor SBISD Health Services
- Rochelle Abrams, Head Athletic Trainer – Memorial High School
- Daniel LaVoy, Asst. Athletic Trainer – Memorial High School
- Johnny Gomez, Head Athletic Trainer – Northbrook High School
- Yaquanda Williams, Asst Athletic Trainor- Northbrook High School
- Tyra Harrell, Head Athletic Trainer – Spring Woods High School
- Sarah Sturm, Asst. Athletic Trainer – Spring Woods High School
- Melissa Quigley, Head Athletic Trainer – Stratford High School
- Marianne Landon, Asst Athletic Trainer – Stratford High School

**D. Prevention Strategies**

While we cannot prevent all concussions, advancing the knowledge of athletes and those involved in the health and welfare of the athletes may prove helpful to avoid recovery complications and minimize catastrophic outcomes should a head injury occur. Prevention starts with education. SPRING BRANCH ISD will strive to keep the safety and well-being of all of our student-athletes in the forefront. Education should be a constant effort that is always stressed by our Athletic Trainers and coaching staffs. However, yearly educational sessions in each sports pre-season will allow the Athletic Trainers and coaches to educate their student-athletes on proper playing techniques that will reduce the likelihood of concussion occurrence (i.e., proper tackling form in football, proper heading of the soccer ball, how to fall in basketball, etc.).

It is SPRING BRANCH ISD’s intention to provide our student-athletes with the necessary equipment for concussion prevention, ranging from football and baseball helmets to mouthpieces. Although no scientific studies have shown that either helmets or mouthpieces will prevent concussion; they both help in the prevention of more serious injuries (e.g. skull fractures, intracranial hematomas, dental fractures and avulsions) and *may* reduce the severity of concussions.

**E. Protective Equipment**

1. All protective equipment including headgear must be certified by the National Operating Committee on Standards for Athletic Equipment, (NOCSAE).
2. Make sure that athletes wear the appropriate helmets / headgear, face guards, mouth guards, etc., for their respective sport. Mouth guards should fit and be used at all times.



3. All protective equipment must be fitted and worn properly and inspected on a regular basis throughout the season.
4. For all sports that require headgear, a coach or appropriate designee should check headgear before use to make sure air bladders work properly and are appropriately filled. Padding should also be checked to make sure it is in proper working condition and fitted appropriate for the best protection possible.
5. Make sure helmets are secured properly at all times. Helmets should be snug and comfortably fit, and should not wobble, tilt, or rotate when twisted.

## **F. Strength Training**

Athletes must perform regular proper neck, shoulder, and upper back strengthening exercises for those in contact and collision sports. Proper technique and supervision are always required with any lifts in the weight room.

## **G. Neurocognitive Baseline Testing**

Prevention programs should incorporate an assessment of the athlete's level of neurocognitive functioning (i.e., learning, memory, attention, reaction time, etc.), and typical symptom status by establishing a pre-injury baseline. One useful tool is ImPACT™ baseline testing, if available. Simply, possessing a baseline in and of itself does not prevent future concussion, though it is a valuable piece of information, which can be utilized when a concussion does occur. The rationale is that baseline testing increases accuracy of the return to play decision. Moreover, pre-injury baseline performance is compared to post-concussion performance in order to determine when an athlete has reached neurocognitive recovery.

## **H. Rules of Play**

1. All coaches and athletes must adhere to and follow the rules of play for their respective sport.
2. Teach, practice and enforce safe play and proper techniques at all times.

## **I. Fields and Play Surfaces**

Make sure all fields, indoor and outdoor courts, as well as pools are safe including proper sport-related field equipment (i.e., field goal posts in football, goal posts in soccer, field practice equipment in baseball/softball, etc.).

## **Concussion / MTBI Management Timeline**

1. All required paperwork is completed and signed by athlete and athlete's parent or guardian or another person with legal authority to make medical decisions for the student.
  - a. UIL Pre-participation Physical Evaluation
  - b. UIL Illegal Steroid Use Parent and Student Notification/Agreement Form
  - c. UIL Acknowledgment of Rules Form
  - d. UIL Concussion Acknowledgment Form – Supplement A1
  - e. All additional SPRING BRANCH ISD required forms
2. Pre-Season Neurocognitive Baseline Assessment (if utilized)
 

Baseline testing should accompany each level of participation (i.e., 7th grade, 9th grade, collegiate, etc.). It is not necessary to re-baseline in 11th grade. However, if an athlete suffered a concussion in the previous school year, you may choose to re-baseline, if deemed appropriate.

- a. ImPACT™ Baseline Testing (if utilized) – Appendix B1
- b. SCAT3 Baseline Assessment (recommended) – Appendix A2

### 3. On-Field Sideline Evaluation

- If the athlete has any observable signs or reports any symptoms of a concussion, it must be assumed that a concussion has occurred and further medical attention and evaluation will be done.
    - a. If the athlete is unable to get up on his or her own after a hit, collision, or fall, it should be assumed that a loss of consciousness has occurred and the athlete may have sustained a cervical spine injury. The athlete should be stabilized and transported immediately to hospital emergency department via ambulance.
    - b. If the athlete is conscious and able to be assisted to the sideline, the Athletic Trainer or physician will administer the SBISD Sideline Management Evaluation assessment- Appendix A1. This sideline management evaluation is based on other tools such as SCAT, BEST, etc.
    - c. If the athlete appears dazed or confused, moves clumsily, has difficulty getting up or has balance issues after a hit, collision, or fall, the athlete will be removed from play and further sideline evaluation will be done.
  - Continue and monitor athlete for approximately 15-20 minutes, reassessing every 5 minutes for any signs of deterioration, (i.e., worsening headache, seizures or convulsions, focal neurological deficits, altered state of consciousness, repeated vomiting, slurred speech, or increasing confusion or irritability). If the athlete demonstrates any signs of deterioration, he or she will be transported immediately to hospital emergency department via ambulance.
  - The athlete will be removed from play and will not return to practice or game play on the same day they were injured regardless of how long the concussive symptoms are present or whether or not symptom improve or clear completely. At this point, the athlete must see a physician (see #4).
4. Provide referral to a physician or other appropriate healthcare professional
    - The athlete must be seen by a physician and cleared to begin the Return-to-Play protocol.
      - Head Injury Referral Form - Supplement B1
  5. Provide home instructions for Parent/Guardian.
    - This information is to educate the parent or guardian of the signs and symptoms of a concussion as well as those to monitor for any deterioration. If any signs of deterioration occurs once the athlete leaves the school, the parent or guardian is informed of the proper protocol to follow.
      - Spring Branch ISD Home Instructions for Head Injury - Supplement B2
      - SBISD Post Concussion Symptom Check - Supplement C1
  6. Perform ImPACT™ post-injury test 48-72 hours after injury, based upon symptoms (if ImPACT™ is utilized and must be done under the direct supervision of the Licensed Health Care Professional).
  7. The athlete must provide a written statement from his or her treating physician indicating that, in the physician's professional judgment, it is safe for the athlete to return to play. The completed and signed "Head Injury Referral Form (Supplement B1)" must be on file with the Athletic Trainer prior to any Return-to-Play protocol can be initiated.

*It is recommended that athletes evaluated for a concussion in a hospital emergency room or urgent care clinic not be allowed to begin the Return-to-Play protocol until they have been*

*evaluated by a physician specially trained in concussion management or their primary care physician.*

8. **STEPWISE RETURN-TO-PLAY PROTOCOL:** With the written physician's statement on file, the athlete progresses through the stepwise Return-to-Play protocol. *The athlete cannot advance more than ONE step progression per day.* If the progression occurs over a weekend, the athlete is not to progress more than one step until the next school day. This allows the supervisor to evaluate any symptoms, which may occur after activity during the recovery period and authorize continued progression.

- Return-to-Play Protocol Following Concussion – Supplement A2

*\*\*\*\*\*In the absence of competition, off-season athletes must complete an additional Phase 4b instead of Phase 5 to fulfill RTP requirements.*

9. **Provide Return-to-Play Guidelines for Parents:** Once the athlete has successfully progressed through each step of the Return-to-Play protocol and continues to stay asymptomatic throughout the recovery period, the Licensed Athletic Trainer and the parents complete the UIL Concussion Management Protocol Return to Play form.
  - UIL Concussion Management Protocol Return-to-Play Form – Supplement C3
10. Verify that all required paperwork with proper signatures of the athlete, parent/guardian, and the Licensed Athletic Trainer or superintendent's designee are on file prior to the athlete returning to full unrestricted sports participation.

### **Post-Concussion Management at School**

1. Notify school personnel that the student-athlete suffered a concussion / MTBI while participating in a school sponsored athletic event. This should be done the next school day following the injury.
  - a. Assistant Principal
  - b. Counselor or 504 Modifications Counselor
  - c. School Nurse
2. Provide school personnel listed above with an educational handout outlining the observable signs and reported symptoms of concussion. It will also be helpful to distribute this handout to the student-athlete's teachers.
  - Concussion Fact Sheet - Supplement F
3. **Academic Modifications**
  - a. Some individuals may be able to attend school without increasing their post-concussion symptoms. However, most students will require one or more academic modifications, depending on the nature of their injury and post-concussion symptoms, to allow for the best recovery potential.
  - b. The treating physician, neurologist, or neuropsychologist may recommend that the student be given special academic accommodations, (i.e., postponement or reducing exams/quizzes, reducing workload, provide pre-printed class notes, additional time to complete assignments, assistance to class, limited computer work, reading activities, etc.), until symptoms to allow for full recovery potential.

- Post-Concussion Cognitive Recommendations/Modifications - Supplement G1/G2/G3

*Academic accommodations should only be made under the direct recommendation of the athlete's treating physician, neurologist, or neuropsychologist. For liability purposes, the Licensed Athletic Trainer should not make these direct accommodations but may only recommend them to the counselor specializing in academic modifications in conjunction with the athlete's treating physician, neurologist, or neuropsychologist.*

- c. Along with classroom, academic modifications the student may only be able to attend school for half-days or may need daily rest periods until symptoms subside. The treating physician, neurologist, or neuropsychologist will provide the necessary documentation for the school district.
- d. Once the athlete successfully completes the stepwise Return-to-Play protocol, all academic modifications end.

### **Recovery and Safe Return to Play**

In addition to requiring a specific stepwise Return-to-Play protocol, H.B. 2028 requires that the student-athlete and his/her parent, guardian, or another person with legal authority to make medical decision for the student-athlete are educated in the risks associated with returning to play following a concussion.

It is crucial to allow enough healing and recovery time following a concussion/MTBI to prevent further damage. Research has shown that damage from repeated concussions is cumulative. Most athletes who experience an initial concussion/MTBI can recover completely as long as they do not return to play too soon. Following a concussion/MTBI, there is a period of change in the function of the brain that can last from 24 hours to day, weeks, or even months. During this time, the brain is susceptible to more severe and/or permanent injury.

Second Impact Syndrome refers to a catastrophic series of events, which may occur when a second concussion occurs while the athlete is still symptomatic and healing from a previous concussion. The second injury may occur within days or weeks following the first injury. Loss of consciousness is not required. The second impact is more likely not as severe as the first however more likely to cause brain swelling with other widespread damage to the brain which can be fatal. Most often, second impact syndrome occurs when an athlete returns to activity without being symptom-free from the previous concussion.

### **Return-to-Play Guidelines**

1. The treating physician must provide a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play. This written statement must be on file prior to any return to play protocol can be initiated.
  - Head Injury Referral Form - Supplement B1
2. ImPACT™ composite scores must be within normal limits when compared to baseline test scores, if utilizing ImPACT™. If baseline test is not available, the test scores are compared to scores consistent with expected academic (cognitive) performance.

*According to the Centers for Disease Control and Prevention (CDC), only a trained healthcare professional with experience in concussion management should interpret neurocognitive tests. When possible, ideally a neuropsychologist should interpret the computerized (ImPACT™) or*

*paper-pencil neuropsychological test components. Remember that results of neuropsychological tests should not be used as a stand-alone diagnostic tool, but should serve as one component used by trained healthcare professionals to make a return to school and play decisions.*

3. Parent information is provided and the UIL Concussion Management Return-to-Play Form must be signed by all necessary parties and on file.
  - Spring Branch ISD Home Instructions for Head Injury - Supplement B2
  - Guide for Referral to Physician - Supplement E
  - UIL Concussion Management Protocol Return-to-Play Form - Supplement C3
  - Spring Branch ISD Authorization for Release of Medical Information - Supplement C4
4. Activity progression is to be monitored by a Licensed Athletic Trainer (LAT). If a LAT is not available, the athlete may have the Return-to-Play progression monitored by the superintendent's designee (this can be a coach employed by the district or school). Per H.B. 2038, a coach is not permitted to clear an athlete for full sports participation following a concussion/MTBI.
  - Return-to-Play Protocol Following Concussion - Supplement A2
5. Written clearance from the athletic trainer or school nurse is required for full, unrestricted participation.
  - Stepwise Return-to-Play Documentation Checklist - Supplement C2
6. Middle School athletes will complete the Return-to-Play Protocol under the guidance of the athletic trainer(s) of the high school that they feed into. If no athletic trainer is available, the school nurse or superintendent's designee will oversee the Return-to-Play Protocol.

## **SBISD EMERGENCY ACTION PLAN FOR ATHLETICS**

### **A. Introduction**

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant of emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities workers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted.

However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency to be managed appropriately.

### **B. Components of the Emergency Plan**

These are the basic components of every emergency action plan for athletics:

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of Licensed Athletic Trainers, Student Athletic Trainers, Coaches, and Administrators

## 5. Venue Directions

### C. Emergency Plan Personnel

With athletic practice and competition, the first responder to an emergency is typically a member of the athletic staff, most commonly a coach or athletic trainer. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. Certification in cardiopulmonary resuscitation (CPR), athletic safety, prevention of disease transmission, and emergency plan review is required annually for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, certified athletic trainers; student athletic trainers; coaches; parents; and, possibly, other athletes and bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head coach or head athletic trainer. There are four basic roles within the emergency team. The first and most important role is establishing safety of the scene and immediate care of the athlete. The most qualified individual on the scene should provide acute care in an emergency. In instances that an Athletic Trainer is available, this role will be assumed by the Athletic Trainer. The second role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event. The third role, equipment retrieval may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, coaches, and athletes are good choices for this role. The fourth role of the emergency team is that of directing EMS to the scene. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, administrator, athlete, or coach may be appropriate for this role.

### D. Roles within the Emergency Team

1. Establish scene safety and immediate care of the athlete
2. Activation of the Emergency Medical System
3. Emergency equipment retrieval
4. Direction of EMS to scene

### E. Activating the EMS System

#### **Making the Call:**

911

#### **Providing Information**

- Name, address, telephone number of caller
- Nature of emergency, whether medical or non-medical
- Number of athletes

- Condition of athlete(s)
- First aid treatment initiated
- Specific directions as needed to locate the emergency scene (“come to the faculty parking lot off Tully Road”)
- Other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

## **F. Emergency Communication**

Communication is the key to quick emergency response. Athletic trainers and emergency medical personnel must work together to provide the best emergency response capability and should have contact information such as telephone tree established as a part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. The most common method of communication is a public telephone. However, a cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

## **G. Emergency Equipment**

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers. Creating an equipment inspection logbook for continued inspection is strongly recommended.

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

## **H. Medical Emergency Transportation**

Emphasis should be placed at having an ambulance on site at high-risk sporting events. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue. If an ambulance is not present at an event, the entrance to the facility should be clearly marked and accessible. In the event of an emergency, the 911 system will still be utilized for activating emergency transport.

In the medical emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff

and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Any emergency situations where there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a “load and go” situation and emphasis placed on rapid evaluation, treatment and transportation.

### **I. Non-Medical Emergencies**

For the following non-medical emergencies: fire, bomb threats, severe weather and violent of criminal behavior, refer to the school district’s emergency action plan.

### **J. Safety Drill**

All Spring Branch Independent School District sports teams are required to do an annual safety drill. This drill shall be completed prior to the end of the first six weeks and/or the first competition. The drill will include all components of the emergency action plan and/or team and be documented by the head coach and Head Athletic Trainer at the high school and by the Campus Athletic Coordinator at the middle school and school nurse (if available).

### **Conclusion**

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete’s survival may hinge on how well trained and prepared athletic health care providers are. It is prudent to invest athletic department “ownership” in the emergency plan by involving athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel. Through development and implementation of the emergency plan, the Spring Branch Independent School District helps ensure that the athlete will have the best care provided when an emergency situation does



## EMERGENCY ACTION PLAN

**School emergency plans should include an established set of action items that is implemented in the event of an emergency situation.**

*Access to a working telephone or other telecommunications device, whether fixed or mobile should be assured. The communications system should be checked prior to each event or practice to ensure proper working order.*

### Emergency Personnel

The Emergency Team consists of physicians, emergency medical technician, athletic trainers, coaches, administrators and student athletic trainers.

### Chain of Command

The attending or team physician has total control over the participation of any injured or ill athlete.

In the absence of the physician, the Certified or Licensed Athletic Trainer (ATC) shall make any decision on an injured or ill player's participation.

In the absence of the ATC, the coach should use First Aid procedures, always taking into account the athlete's best interest.

### Emergency Action

#### 1. Immediate Care of the Athlete

- First Aid or CPR if needed
- Acute care should be provided by most qualified individual

#### 2. Emergency Equipment Retrieval

- Team member who is familiar with types and locations of equipment  
(i.e. AED, Splints, & Medical Kits)
- Assistant coaches, administrators, or student athletic trainers are good choices

#### 3. Activation of Emergency Medical System

- When the situation is deemed an emergency of life threatening by qualified individual in the chain of command
- Any team member can call—this person should be calm under pressure and communicates well
- Head coach or administrator good choice

#### A. Making the Call

- Dial 911
- They will notify fire department, and ambulance service

*Access to a working telephone or other telecommunications device, whether fixed or mobile should be assured. The communications system should be checked prior to each event or practice to ensure proper working order.*

	<b>Emergency Action Plan (cont.)</b>
<b>B. Providing Information</b>	<ul style="list-style-type: none"> <li>● Name</li> <li>● Address</li> <li>● Number of athletes</li> <li>● First aid initiated by first responder</li> <li>● Telephone number of caller</li> <li>● Condition of athlete(s)</li> <li>● Directions to locate emergency scene</li> <li>● Other information requested by dispatcher</li> </ul>
<b>4. Direction of EMS to the scene</b>	<ul style="list-style-type: none"> <li>● Team member should be responsible for meeting or “flagging down” medical personnel as they arrive</li> <li>● This person should have keys to any locked gates or doors</li> <li>● Coaches or administrator along with event crew good choice</li> </ul>
<p><i>Venue directions should include the most direct route to the desired entrance along with cross streets and a point of reference if applicable. There should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue.</i></p>	
<b>Emergency Supplies and Equipment</b>	
<b>Emergency Records</b>	Each team shall include emergency information forms in their kits for each participant listing family phone numbers, insurance plan, special instructions or considerations, and who to contact when parents/guardians are unavailable. (District consent to treat Form, special medical information forms, etc.)
<b>Personal Medical Devices</b>	It is the primary responsibility of the athlete to have his or her appropriate medical devices i.e. inhalers etc.... It is the secondary responsibility of the Coach and staff to follow up on this issue.
<b>Game/ Practice Services</b>	<ul style="list-style-type: none"> <li>● Injury ice and water source</li> <li>● Athletic Trainer’s Kit with minimum required supplies for sport</li> </ul>
<b>REMEMBER</b>	
<p>Coaching staff should be designated to monitor non-injured athletes and contact the parent of the injured athlete. It may be advantageous to have more than one individual assigned to each role to allow the emergency team to function even though certain members are unavailable.</p>	

### SBISD Emergency Action Plan Training Log

Coach

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Campus

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Sport

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<u>Sport/ Squad</u>	<u>EAP Turned In</u>	<u>EAP Practice 1</u>	<u>EAP Practice 2</u>	<u>EAP Tested</u>	<u>EAP Appro ved</u>	<u>EAP Notes</u>	<u>EAP Retest</u>	<u>EAP Notes</u>	<u>ATC</u>
Ex: VB/Var	8/1/2011	8/2/2011	8/3/2011	8/4/2011	Passed	Executed according to plan			

I certify that all squads have practiced and have been tested on their Emergency Action Plan.

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Trainer's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **CONTEST MANAGEMENT**

### **A. GAME ADMINISTRATOR**

#### **Procedures**

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 recommended 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. Meet with the officials prior to game time (preferably on the playing field or court); If officials are not notified by the designee by ten minutes prior to beginning of a game, the referee shall ask the home head coach if there is a designee and if so, who that person is.
2. See that officials are directed to their dressing room;
3. If there is no designated administrator, the officials shall inform the UIL in writing the next working day.
4. Inform the officials where the game administrator will be seated.
5. Assist the officials if they need to discourage unsportsmanlike conduct of a fan, player, or coach (such as removal from stadium or 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 three working days.
10. The home school is responsible for security. In playoff games/matches, both schools are responsible.
11. In playoff games/matches, both schools shall have a game administrator.

### **B. CROWDS MANAGEMENT AND GAME SECURITY**

In our complex and open society, there are numerous problems, which hinder the public school administrator. Crowd management and game security are two problems, which have haunted even the most conscientious administration. This area goes beyond the spectator who is intoxicated in the stands or those who insist on running onto the field at the end of the game. Schools in some states have been forced to abandon night games, while others in some states must seek a neutral site with little or no publicity surrounding the event to prevent added disturbances. Fortunately, this has not been a great problem for athletics in Texas. However, disturbances can occur at even the smallest schools during a game which has no bearing on the district championship. Each school system should develop a master plan for management of crowds.

Administrative duties for controlling crowds involves a well thought out plan of action. Actions prescribed should be endorsed by the school board as policy for the district, prior to each school year. Plans may then be viewed for comparison with other school systems. Naturally, each system will include variations to fit their own unique situation. The UIL views this as a positive way to defend against possible trouble at athletic events. School personnel are more apt to act with confidence, knowing where they stand when written policy is in place. Schools that have operated without a crowd management and/or game security policy may see this as an opportunity to add consistency while upgrading their procedures, not to mention serving as a guide for legal implications. It is better to operate somewhat anonymously and behind the scenes so that fans may enjoy their favorite events than to spend little time in planning and be faced with an unchecked security problem.

## C. ADMINISTRATIVE RESPONSIBILITY

The school district superintendent and/or their designee is responsible for enacting and enforcing a crowd management policy for contests sponsored by his/her district. Likewise, all phases of interscholastic competition are under the careful supervision of the superintendent.

**Guidelines** (These basic guidelines may be supplemented by local schools)

1. A crowd control policy for season athletic contests shall be endorsed by the school board and should be kept on file with the district executive chairman and in possession of those in the individual school directly responsible.
2. No interscholastic contest may be arranged without the knowledge and sanction of the superintendent or their designee.
3. A game administrator or manager (usually the athletic director or principal) shall be in charge of the various administrative duties not associated with the contest at all home games. This person shall be on duty during the actual playing of the contest.
4. In all cases where students are competing against those of another school there must be an authorized faculty representative on the premises. In team sport contests such as basketball, football, soccer, softball and volleyball, the superintendent and/or a designated game administrator shall be present at all home games and should be present at games away from home when large numbers of students and fans are attending the game.
5. Students, participants and staff members representing member schools in interscholastic competition are expected to conduct themselves in a sportsmanlike manner. Failure to do so may be in violation of the UIL Constitution and Contest Rules and subject the school, students and sponsors to penalty.
6. The member school superintendent is responsible for initiating appropriate disciplinary measures against those guilty of violations of the State Education Code.
7. It shall be the responsibility of the host administration to insure the safety of the officials.

## D. SAFETY

Our baseline responsibility is to assure that every person who comes to school or to a school event is ensured the opportunity of returning home safely that day or night. The following suggestions are not complex, but hopefully will stand the test of time.

1. Principals and athletic directors should meet with the police and fire chiefs, emergency medical service head, and school superintendent. At this meeting establish roles of responsibility. For example, whose decision it is to evacuate a school or athletic site? Also, discuss all other issues (e.g. lightning, power outage, bomb threats, and weapons) that are concerns of the respective participants in this meeting. It would be good if written protocols resulted.
2. Form a School Safety Committee, which should be representative of students, custodians (who may know your facility better than anyone else), staff, administration, parents, and the community. All of these constituents are stakeholders who should share in the responsibility for safety.
3. Consider safety to be a “team” effort. Inform your students and other constituencies that you want them to keep their eyes open, and to report anything they see or hear that may be troubling. “Intelligence” is important and can be reasonably easy to acquire through such a network.
4. Every student should have an advocate member of the school staff. Too often children are without a good adult role model. A staff member, making it a point to check on each student once a week, may be enough to keep the student connected, or to detect a potentially significant personality change.

5. Recognize that you are surrounded by trained observers. Educators, like police, are accustomed to observing individuals, groups, and crowds. Anyone or anything that does not “look right”, probably isn’t. Station trained observers at the entrance to athletic events. Assign staff in fan sections, have the police detail deployed to observe fan behavior, and place administrators at vantage points where spectators and observers can be viewed.
6. Cell phones can be critical during an emergency when phone lines are cut; incoming phone traffic precludes making call, etc.
7. Don’t believe “it can’t happen here”. The profiles of perpetrators of recent school tragedies are suburban, affluent young people who spend time on computers or who may have access through family to guns.
8. Continue to work to keep high school athletic programs within the perspective of their educational mission. Do not place athletes on a pedestal. Honor equally achievements of all your students (e.g. academics, community service, drama, National Honor Society).
9. A communication system (e.g. walkie-talkies) is important among school personnel, fire, police, EMS, etc.,
10. Remain calm, and use the PA system to deliver pre-developed messages/instructions.

**E. SBISD CROWD CONTROL GUIDELINE AND ORGANIZATIONAL/MEDICAL PROCEDURES**

**Game Administrator:**

Campus Games: Campus Principals

District Stadiums/Facilities: SBISD Athletic Department or their assigned designees/Campus Principals/Assigned Assistant Principals/Campus Athletic Directors or their designees

**Principals will check in with the SBISD Athletic Department Personnel at any central site prior to the game.**

Spring Branch ISD Police Department - Officers will be stationed so that they are visible and can respond to any situation.

**Event Staff:**

Ticket takers and gate workers

**Officials:**

Game officials will be escorted by either SBISD Police or the Game Administrator

**Visiting Team:**

Visiting team will be escorted by either SBISD Police or the Game Administrator

**Incident Reports:**

Any incident that needs to be reported shall be reported the next day to the Campus Principal and to the SBISD Athletic Department.

**Miscellaneous:**

Any games that require additional security or staffing will be recommended through the SBISD Athletic Department, SBISD Police Department or Campus Principal.

Any unauthorized individual on the field at any time without a sideline pass obtained through the SBISD Athletic Department will be removed stadium security.

Bands, drill teams, and spirit groups will enter the stadium through the East Gates by the field house.

SBISD Police, Game Administrators, Press Box Personnel, and SBISD Athletic Department Personnel will communicate through cell phones and radios.

SBISD Athletic Department Personnel and SBISD Police will work in tandem on any emergencies that may occur.

Medical emergencies at Tully Stadium will be handled by a medical team that may include the team doctor, head athletic trainer, EMT's on site and the Houston Fire Department if necessary.

## F. GATE INFORMATION SHEET

1. The only authorized passes for SBISD athletic events are on the *Pass Information Page* provided by the SBISD Athletic Department. No other passes are to be accepted.
2. The *Pass Information Page* has the number of spectators allowed to enter using the pass.
3. The STAR Card will allow a senior citizen to gain admittance to a game for free. For more information about the STAR Card, please can contact the Spring Branch ISD Athletic Department at 713-251-1206. Lisa Reese will be glad to assist you.
4. SBISD Athletics will be responsible for issuing player passes for student-athletes. The student-athletes may only gain admittance to games within their feeder pattern following the terms of use listed on the player pass. Once a head coach or CAC/Assistant CAC has their complete program roster entered into Rank One, he/she should contact Lisa Reese, Office Operations Specialist, at the District Athletic Office. She will issue the passes based on the Rank One roster.

### **FEEDER PATTERN:**

MHS - SBMS, MMS, LMS

NHS - NMS, LMS, SWMS

SWHS - SOMS, SWMS, SBMS

SHS - SFMS, MMS

General Athletic Pass Punch Card is \$45 for 20 **regular season contest except for Varsity Football contests in SBISD.**

5. Lightning/Refunds: Use common sense when a patron asks for a refund. If a game never actually starts due to weather, a refund would be appropriate. If a parent comes to watch their child play at 6pm and finds out the game was played at 4:30pm; a refund would be appropriate. If you're not sure what to do in a given situation, call one of the District athletic administrators (see below for phone numbers). Decisions about refunds must be made at the event. Do not tell patrons to call the Athletic Office for a refund. We have no way to legitimize a refund after the fact.
6. Tickets should be torn in half prior to handing to patron at all campus events.
7. Special circumstances.

\*\* Someone from the officials association may come to a game stating they are evaluating the official calling the games. They will have an official's association card and should be allowed admittance.

### **ATHLETIC DEPARTMENT CONTACTS:**

Paige Hershey	281-914-0213	Executive Director of Athletics
Cheryl Etlinger	832-594-1318	Director of Athletics
Dwayne Eggerman	281-813-2039	Coordinator of Athletics
Mike Stokebrand	713-562-3552	Coordinator of Athletics

David Hughes	713-817-4952	Manager of District Grounds
Sean Muras	713-609-3632	Athletic Facility Supervisor

## G. TICKET PRICES

### Varsity Football

**Varsity Football Season Passes** may be ordered in the summer months leading up to the football season.

#### **Season passes may be purchased:**

1. In person at the SBISD district athletic office
2. By mail. The patron will print off the season pass form located on the SBISD Athletic Website and submit it along with a check made payable to SBISD season pass order form to the SBISD Athletic Department. If a parent/student is ordering a pass by mail, they should allow seven days processing time.
3. Online through the SBISD Athletic Department website. The pass is available electronically or as a hard pass. If a parent/student is ordering a hard pass, they should allow seven days processing time as it will be mailed to them.
4. For more information, please contact Lisa Reese, Office Operations Specialist, at 713-251-1206.

#### **Pre-Sale Tickets may be purchased:**

1. At the campus the week of the game, if the visiting team elects to send ticket rolls to SBISD Athletics.
2. Online through the SBISD Athletic Department website or through the website of the visiting team's District Athletic Department website. A link to the website will be shared with the school by SBISD Athletics.
3. Ticket sale prices for away contests are set by the opposing school district and will vary. Contact your local high school to find out when and where pre-sale tickets are being sold and the price of the pre-sale ticket if the contest is not being played at Tully Stadium.
4. For more information, please contact Lisa Reese, Office Operations Specialist, at 713-251-1206.

#### **Pre-Sale Ticket Prices for Games at Tully Stadium:**

General Admission - Adult	\$5.00
General Admission - Student	\$3.00

#### **Pre-Sale Ticket Prices for Games at Cy Fair Stadiums:**

General Admission- Adult	\$7.00
General Admission- Student	\$4.00

#### **Ticket Prices at the Gate for Games at Tully Stadium:**

All General Admission	\$7.00 Adult/\$7.00 Student
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#### **Ticket Prices at the Gate for Games at Cy Fair ISD Stadiums:**

General Admission- Adult	\$7.00
General Admission- Student	\$7.00
General Admission- Elem. Student	\$5.00
General Admission- Senior Citizens	\$5.00



### **All Other High School Sports**

SBISD Sites - Adults \$3.00/Students \$1.00

### 6A District Sites

Cy Fair ISD - Adults \$3.00/Students \$2.00

### **Middle School Sports**

SBISD - Adults \$3.00/Students \$1.00

Tickets are sold for all football, volleyball, basketball, track & field, and soccer contests.

## **H. GATE WORKER/OFFICIALS REPORT & SELLER REPORT**

- Fill out the game information at the top on the Gate Worker/Officials pay form.
- Highlight the areas for the Game Worker/Official to input their name, address, vendor #, phone number, email, sport working, sport level, time (for tournaments only) and any other pertinent info.
- Put the form in the cash box along with the moneybox startup cash and a blank High School/Middle School Seller Report.
- The person collecting the gate receipts will count the moneybox; fill out the Seller's Report with the sport, site, date, teams playing, color of ticket being sold, and beginning ticket number. At the end of the event, they will complete the Sellers Report by filling in the number of the ticket on the roll, number of tickets sold, total gate, any overage/shortage and sign the sheet as "Seller".
- CAD/CAC will take the original Gate Worker /Officials pay forms, the gate receipts and the High School/Middle School Sellers Report to the SBISD Athletic Office for processing.

## **I. OFFICIALS**

The High School Head Coach of each sport is responsible for securing and confirming officials for all varsity contests. The Director of Athletics/Coordinators of Athletic responsible for each sport will handle all Middle School Football, Volleyball, Basketball, and Soccer contests. The Executive Director of Athletics or designee is responsible for signing and returning all athletic officials contracts.

## **Acknowledgment**

Upon review of the Spring Branch ISD Athletic Handbook for 2018-2019, please complete the information below, sign and return this page to your Campus Athletic Director/Coordinator or their designee.

**By signing this, I acknowledge that I have reviewed the Spring Branch ISD Athletic Handbook for 2018-2019, and will adhere to the guidelines and procedures outlined.**

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**(Print your name)**

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**(Your signature)**

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**(Date)**

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**(Campus or District Location)**

**To be turned into your CAD/CAC who will turn it into the SBISD Athletic Office to have on file.**