

# Spring Branch ISD Athletic Department Tip Sheet

## A-Z

### A

#### ***Amateur Athletic Rule***

- A student-athlete is not considered an amateur if within the preceding 12 months: received money or other valuable consideration for participating in a UIL sponsored school sport; received valuable consideration for allowing his/her name to be used in promoting a product, plan or service related to a UIL sport or contest; or accepted money or other valuable consideration from school booster club funds for any non-school purpose.
- The local school district determines when, how and from whom student-athletes can receive meals & snacks.
- Student-athletes may be compensated for teaching, coaching or officiating athletic activities.
- See Section 441 in the UIL Constitution & Contest Rules for more detailed information.
- Contact the District Athletic Department before making any plans that may jeopardize amateur standing.

#### ***Athletic Code of Conduct***

- Read and understand the SBISD expectations for coaches and players provided in SBISD Athletics Handbook.
- Be aware of SBISD Employee Handbook expectations and abide by district policy.

#### ***Athletic Period Compliance***

- Student-athletes may not be enrolled in an athletic period and also a PE course.
- Student-athletes may not be enrolled in an athletic period and also an off-campus PE course.
- Student-athletes may be enrolled in an athletic period and the Sports Officiating course because the Sports Officiating course is designated as a CTE course.
- View each athlete's class schedule to confirm what they are enrolled in.
- Have an organized plan. Use your time wisely.
- Coaches need to dress for the athletic period.
- Regardless of the schedule type in place, a school may elect to practice extracurricular activities daily, provided the total minutes allowed for the extracurricular practice is not greater than 300 minutes during the school week.
- Students attending study hall or tutorial sessions for the remainder of the athletic block come under the following regulation: tutorial sessions are conducted in classrooms, and dressing and redressing time is part of the athletic period, not the study hall or tutorial.
- Head coaches must read the UIL manuals on UIL website.
- Know game and tourney limits.
- Schedule must be approved by CAD, Principal, and Coordinator/Director of Athletics.

#### ***Athletic Rentals***

- Refer all inquiries regarding facility usage or rentals to Monica Tlass in the Athletic office. Do not make promises, provide cost estimates, etc.
- Do not commit to hosting a playoff contest at your school without visiting with the Athletic Department first.

### C

#### ***Camps, Clinics, Private Lessons***

- Email the Athletic Department if you are providing lessons, conducting or working clinics or camps.
- Beginning August 1, 2019, all students other than students who will be in their 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year of high school may attend two (2) camps in each team sport in the summer in which a 7<sup>th</sup>-12<sup>th</sup> grade coach from their school district attendance zone works with them.
- Beginning August 1, 2019, a member school district is allowed to sponsor camps during the school year, outside the school day, for students in grade six and below. A student is allowed to participate in no more than two (2) school sponsored camps per sport/activity during the school year.
- Disclose in writing to Principal and Executive AD any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

## C

### ***Chain of Command***

- Coaches should follow the Chain of Command in all communication.
  - MS and HS coaches should communicate with CAD/ACAD/CAC/ACAC regarding District/Athletic policies and guidelines, and school-specific issues.

### ***Charter Schools and Special Programs in SBISD***

- **Cornerstone Academy** students, by its charter, are not eligible for middle school athletic competition for their school or at their home campus.
- **Westchester Academy** middle school students, by its charter, are not eligible for middle school athletic competition for their school or at their home campus.
- **Westchester Academy** high school students, by its charter, are eligible for high school athletic competition for their home school based on their parents' SBISD residence. **WAIS** high school students are not eligible for high school athletic competition if their parents' address is outside SBISD attendance zone.
- **Academy of Choice** high school students are eligible for high school athletic competition for their home school based on their parents' SBISD residence.
- **The Phoenix Academy** is a program that is part of Academy of Choice. High school students are eligible for high school athletic competition for their home school based on their parents' SBISD residence.
- **Yes Prep** is a program that is part of Northbrook Middle School. Students are eligible to participate in athletics at Northbrook MS.
- **KIPP Courage** is a program that is part of Landrum Middle School. Students are eligible to participate in athletics at Landrum MS.
- **Yes Prep** is a program that is part of Northbrook High School. Students are eligible to participate in sub-varsity athletics at Northbrook HS immediately. A student must meet all of the UIL requirements to be immediately eligible for varsity competition in their first year at NHS.
- **Spring Branch Advanced Institute** is a school in SBISD with students currently enrolled in elementary through tenth grade. Middle school students take some classes at Spring Forest MS. Middle school students enrolled at the Spring Branch Academic Institute may participate in athletics as part of the Spring Forest MS athletic program. High school students at SBAI take all classes at Stratford HS. They are eligible to participate with Stratford HS athletics. Please contact the Athletic office for more specifics.

### ***Class Load Compliance***

- All student-athletes must be enrolled full-time, at least 4 hours a day.
- The athletic period counts as one class.

### ***Coaches Sports Manual***

- Make sure you have updated manual for your sport and follow it.

### ***Contests During the Week***

- HS – One contest per school week through end of school day on Friday or the last day of the school week.
- MS – One contest per school week.
- Tournaments and postponed district varsity games due to weather are exceptions.
- Call Athletics if tournament has been cancelled to determine remaining contest count. UIL will be contacted.

### ***Credit Rule (Fall Sports Only)***

- All student-athletes in grades 10-12 must have earned at least 5 credits in the last calendar year or sophomores earned 5, juniors earned 10, seniors earned 15.
- Those lacking necessary credits are not eligible the first six weeks and must become eligible at the six weeks grading period in order to be eligible to participate.

## D

### **District Executive Committee**

- The DEC Chair for 17-6A is Paige Hershey. The DEC Co-secretaries are: Jessica Escobar Galvez, the SBISD UIL Compliance Specialist, and Monica Tlass, the SBISD Rental Specialist.

## E

### **Ejections (Coaches, Student-Athletes and Fans)**

- Contact the Exec. AD, CAD/CAC and Principal regarding any ejection of coaches, student-athletes or fans.
- Coaches in SBISD should not be ejected from a contest and beginning in 2019-20, will be suspended for a minimum of one contest should they be ejected. Additional penalties from the UIL will also be assessed.
- Any player ejected from a contest is subject to an automatic penalty.
  - A football player misses the rest of the game in which they were ejected; plus, the first half of the following game.
  - An ejected player from other sports misses the rest of the game in which they were ejected; plus, all of the following game. This does not affect what is already in place for soccer.
- An **Incident Form for Officials, Coaches & Administrators** must be completed online. You will need to provide the corrective actions you intend to take with the student-athlete or patron.
- Any patron or student fan who is ejected from the contest must meet with a school administrator, CAD/CAC, and SBISD Athletic Department administrator before they will be allowed to return to any home or away SBISD contests.

### **Eligibility Calendars, Course Exempt List, Extracurricular Absences**

- Eligibility calendars can be found on the district athletic website and must be followed.
- Course exempt list for MS and HS courses can be found on the district athletic website and must be followed.
- Student-athletes are allowed only 10 extracurricular absences per year, per class.
- Meet with attendance clerk to become familiar with process of tracking and documenting absences.
- Avoid coach and student-athlete absences as much as possible.

### **Equipment**

- Student-athletes should not keep any equipment.
  - All equipment should be picked up after the season or at the conclusion of the school year.
  - All equipment should be accounted for and listed on each athletic program's Inventory Form.
- Each CAC/Head Coach is responsible for purchasing equipment and supplies needed for his/her sport, and follow all SBISD financial guidelines regarding purchase order requests and requisitions.
- All equipment will be shipped to the Athletic office. No item will be released for pick up until it has been verified. The Athletic office will verify receipt of each item and notify you when it can be picked up. The coach picking up the equipment must sign out with Athletic office personnel.

## F

### **Facility Modifications**

- These must be approved by the CAD/CAC, Principal and Athletics as well as go through Facilities. The process required by Board Policy must be followed.
- The process is outlined in the Athletic Department Handbook.
- Any modification over \$5,000 funded by the Booster Club must be submitted on a **Gift Acceptance Form** and approved by the board before work may begin.

## G

### **Game Cancellations**

- High School Coaches – contact Head Trainer, CAD, school administration, Athletic Department, Chief Bruce Dareing, Officer Cynthia Garcia, Mayra Sanchez (SBISD Police), players, officials, parents, game workers, and Transportation to let them know.

## **G**

### ***Game Cancellations (cont.)***

- Middle School Coaches – The Athletic office will be in charge of cancelling games and notifying police, game workers, contract trainers, officials, and CAC. The CAC will let school administration, other coaches on staff, players, parents, game workers and Transportation know.

### ***Game Workers – Temporary Workers/SBISD Employees***

- All game workers must be employed by SBISD.
- Those who do not work for SBISD must complete a Temporary Worker Packet, be fingerprinted, have a background check completed, and be approved by HR before being allowed to work.
- Temporary workers must clock in and out per SBISD requirements to track their hours.
- Paras who are coaching and work as a game worker should not sign in on the Game Worker Form to be payed a flat rate for working.
- Substitutes cannot work as game workers.

### ***Grade Check Procedures, Grading Periods***

- All grades are checked at the first six weeks for all student-athletes.
- Grades will be checked again at the nine week mark for those schools on a 9 week schedule.
- Review TEA/UIIL Eligibility Calendar for all SBISD grade report and progress report dates.
- Review TEA/UIIL Side-by-Side publication found on UIL website.
- Be sure to check grade failure/incomplete report and not Skyward to determine final eligibility.

## **H**

### ***Half-Day Rule***

- According to the SBISD Handbook, a student must have attended school for one-half of the school day on which the activity is scheduled in order to be able to participate in any extracurricular activity. Exceptions may be approved by the Principal and coach/sponsor of the activity (H-13).

### ***Home School Participants***

- Home School students are not eligible to participate for SBISD even if they live in the attendance zone (UIL rule).

## **I**

### ***Incident Reporting***

- An Incident Form for Officials, Coaches & Administrators is required to be completed online on the UIL website. You will need to provide the corrective actions you intend to take with the student-athlete, coach or patron.

### ***Incomplete Grade***

- If an incomplete is not removed by the end of the 7-day grace period, a student-athlete is ineligible at the end of the grading period.

### ***Ineligible Student-Athletes***

- Ineligible student-athletes may practice, but may not play, travel, dress, manage or be involved in a pep rally.

## **O**

### ***Overnight Trips***

- Overnight Trips must be approved by Principal and Athletic office.
- All hotel and transportation contracts should be received and approved by the Athletic Department, Purchasing Department, and school administration before signing any document.
- Trips out-of-state require School Board approval.
- All necessary Overnight Trip paperwork must be completed and submitted to the Athletic office two months prior to the trip for review and approval.
- A water safety course must be completed by all team members if there are plans to participate in any water activity.

## **P**

### ***Player Passes***

- Coaches will be issued Player Passes for their student-athletes once a complete roster has been submitted to Lisa Reese in the Athletic office.
- The Player Pass only allows the student-athlete free admittance into athletic contests at their school or feeder in the sport that they play (gender specific).
- The Player Pass is only good for the student-athlete receiving the pass. Those who share the pass will lose the privilege of gaining free admittance into their MS feeder, sub-varsity, and varsity games of their school/feeder.

### ***Pre-Season Parent Meeting***

- Required of each athletic program prior to the start of their respective season.
- See SBISD Athletics Handbook for detailed agenda to follow.

## **R**

### ***Required Training***

- New Coaches to SBISD must complete CPR/AED, First Aid training, Concussion training, CCP, Fundamentals of Coaching in Texas, and a NFHS sport-specific course if new to a sport. See Jessica Escobar Galvez, UIL Compliance Specialist, for more details.
- Football coaches are required to complete Atavus Tackling Certification by August 1, 2019.

### ***Residence Verification***

- Residency must be verified through a home visit and required compliance paperwork approved by Athletics prior to varsity competition for any student-athlete.
- WAIS/Academy of Choice/Phoenix Academy students' residence must be verified before allowed to practice or be enrolled in the athletic period to ensure they are competing for the school in their attendance zone.

## **S**

### ***SBISD Athletic Department Website***

- Refer to the Coaches' Resources page as a place for all needed forms and information. Report any errors found on the Athletic Website to Lisa Reese

### ***SBISD Athletic Handbook***

- Updated yearly – review and sign verification form. Submit form to CAD/CAC, who will submit to Athletics.

### ***SBISD School District Compliance***

- Read and follow all guidelines in the SBISD Athletic Handbook.
- Submit the SBISD Athletic Handbook signature page to CAD/CAC.
- Utilize the SBISD Athletic Handbook as a resource and reference guide.
- Coaches should not sign any contract without review and approval by the Athletic Department, Purchasing and school administration.
- Do not call the UIL directly. Do not call the Superintendent. Follow the chain of command, CAD/CAC first, then Athletic Department.

### ***Schedule Compliance***

- Head coaches must read UIL manual on UIL website specific to their sport.
- Know contest and tournament/meet limits.
- Schedule must be approved by CAD, Principal, and Coordinator/Director of Athletics.

## T

### ***TEA-UIL Side-by-Side Manual***

- The UIL publishes this document to provide member schools notice of the Texas Education Agency regulations which pertain to UIL and all other extracurricular activities sponsored or sanctioned by the school district. It pertains to MS and HS student-athletes, Fine Arts, etc.

### ***Transportation***

- Students should not be transported in a coach's personal vehicle.
- Student-athletes must ride SBISD approved vehicles to and from athletic events and practices.
- Parents may sign and submit the **Post-Activity Student Release Request Form** for their child to be released to the custody of the parent/guardian/authorized person at the completion of the competition.
  - This form has to be received and approved by coach prior to the trip.
  - Coach has the authority to grant or deny the request.
  - Parent/guardian/authorized person must be present at the completion of the competition and sign the **Post-Activity Student Release – Team Form** in order for their child to be release to their custody.
- Student-athletes should not ride home with anyone other than their own family members without prior approval of school and athletic administration. Visit with Coordinator/Director of Athletics for details.
- Coaches wishing to take teams to team-bonding activities must get approval from CAD, CAC, Campus Principal, Purchasing (if contract involved) and SBISD Athletic office first.
- There are a number of Transportation forms available for use. Contact Mike Stokebrand in Athletics for more information.
- All Enterprise rental reservations must be arranged by Claudia Solorzano in Athletics.
- All reservations of SBISD Athletic Department vehicles must be arranged through your sport Coordinator/Director of Athletics.

## U

### ***UIL Constitution & Contest Rules***

- Review this as it pertains to your sport. Be aware of all applicable rules.

## V

### ***Varsity Team Sports Eligibility Form/Individual Sports Eligibility Form***

- Must be submitted prior to first contest.
- Include any "bubble" athletes or all if you prefer.
- Submit supplemental forms as needed. Must be done before student-athlete participates in varsity contest.

### ***Volunteer Coaches***

- Only full-time district employees are allowed to coach. No full-time subs are allowed to coach.
- Call Athletics to discuss the details if you have a teacher on campus who wants to help coach.
- Volunteer coaches must complete all staff development in order to coach.
- Paraprofessionals may not serve as volunteer coaches.