

Brownsville Independent School District

**Six Schools... One Family**



**BISD Athletic Department**

# 2023-2024 Coaches' Guide



## **TABLE OF CONTENTS**

### **I. GENERAL INFORMATION**

BISD Athletic Department Overview	1
U.I.L. Tentative Sports Season Dates and Games	2
Instructional Calendar	3
Certified Traditional Calendar	4
Three Week Grade Reporting Calendar	5
High School Coaches Report Dates	6
Middle School Coaches Report Dates	7
Athletic Organizational Chart	8
Athletic Department Mission Statement	9
BISD Athletic Core Values	11
Chain of Command / Staff Information	13

### **II. EMERGENCY ACTION PLAN FOR ATHLETICS**

Introduction / Components / Personnel	15
BISD Sams Stadium Emergency Procedure	19
BISD Athletic Safety Drill Checklist	20

### **III. GRADE CHECK PROCEDURES**

Coaches Procedures and Responsibilities	21
Home Visitation Form (for PAPF)	23

### **IV. CODE OF CONDUCT**

BISD Educators Code of Conduct	24
Texas High School Coaches Association Code of Ethics	28

### **V. UIL GENERAL INFORMATION**

Coaches Certification Program (Required Training)	36
---	----

<b>VI. FORMS</b>	
High School Request for Coaching Assignment	38
Middle School Request for Coaching Assignment	39
Concussion Checklist	40
<b>VII. ATHLETIC POLICY</b>	
BISD Student Meal Policy	41
BISD Weather Policy	48
Campus Plan for Handling UIL Violations	52
BISD Football Sideline Protocol	53
<b>VIII. MIDDLE SCHOOL PLAN</b>	
Goals for Middle School Athletes	54
<b>IX. ATHLETES WITH DISABILITIES / SPECIAL NEEDS</b>	
BISD Athletics with Disabilities	55
BISD Special Olympics Program	58
Unified Sports	59
<b>X. TRAVEL PROCEDURES – Professional and Student</b>	
Travel Procedures for Coaches and Athletes	65
BISD Fundraiser Application Form	80
 BISD Coaches Handbook Acknowledgement Form Signature page	 83



AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT

**Six Schools... One Family**



**BISD Athletic Department**

## **I. General Information**



## **Brownsville ISD Athletic Department Overview**

Our proud Brownsville ISD Athletic Department hope that this handbook will help serve as a reference guide, help with your questions that will arise during the year. Please call the athletic office anytime you have any issues or questions.

The governing body for the athletic programs in Texas is the University Interscholastic League. The Brownsville ISD Board of Trustees, administration, coaches and teachers support the UIL and the complete enforcement of the rules.

Athletics in Texas are designed to accommodate student athletes who have the ability to handle competition. Not all students are capable of competing at the highest level of competition. One of the challenges in coaching is making the judgement as to who should compete for the different sports within the program. Students are not obligated to take part in athletics. It is a privilege to participate and represent the school in competitive events. It should be stressed across the entire athletic program that athletics is a privilege for the most dedicated student athletes, not a right. Since participation is a privilege, the coach has the authority to remove the privilege when school policy is not followed.

The core values of dedication, hard work, and discipline will always be at the forefront of Brownsville ISD athletics. As a coach, all your players and programs will reflect the professionalism, attitude, and work ethic exemplified. All athletic programs will be monitored by the same standards: attendance, eligibility, discipline, participation and athletic success. Although we are a mulita-school district, we will operate our district as a fierce competitor, but still operate as a family. Our goal as a district is to continuously improve ourselves as coaches, while focusing on developing the entire student athlete.

Our school district desires that our athletic programs support the overall educational goals of the district. In return, our Brownsville ISD Athletic Department will commit to provide the tools necessary for your programs to excel.

A handwritten signature in blue ink, appearing to read "Gilbert Leal", is positioned above the name "Gilbert Leal".

Gilbert Leal

Athletic Administer

Brownsville ISD

## 2023-2024 TENTATIVE Sport Season Dates and Game/Tournament Limits

Sport	Number of Contests Allowed	Conference	First Day of Practice	District Certification Deadline	Date(s) of State Championship
Baseball	0 tournaments and 26 games or 1 tournament and 23 games or 2 tournaments and 20 games or 3 tournaments and 17 games	All conferences	1/19/24	4/30/24*	6/5-6/8/24
Basketball (Girls)	0 tournaments and 27 games or 1 tournament and 25 games or 2 tournaments and 23 games or 3 tournaments and 21 games	All conferences	10/18/23	2/10/24*	2/29-3/2/24
Basketball (Boys)	0 tournaments and 27 games or 1 tournament and 25 games or 2 tournaments and 23 games or 3 tournaments and 21 games	All conferences	10/25/23	2/17/24*	3/7-3/9/24
Cross Country (Girls & Boys)	8 meets	All conferences	Year round	10/14/23**	11/3-11/4/23
Football	10 games	1A-4A & 5A, 6A w/no spring training 5A, 6A w/spring training	7/31/23 8/7/23	11/4/23*	12/13-12/16/23
Golf (Girls & Boys)	8 tournaments	All conferences	Year round	4/10/24**	G: 5/6-7/24 B: 4/29-30/24
Soccer (Girls & Boys)	0 tournaments and 21 games or 1 tournament and 19 games or 2 tournaments and 17 games or 3 tournaments and 15 games	4A, 5A, 6A	11/27/23	3/23/24*	4/10-4/13/24
Softball	0 tournaments and 26 games or 1 tournament and 23 games or 2 tournaments and 20 games or 3 tournaments and 17 games	All conferences	1/12/24	4/27/24*	5/28-6/1/24
Swimming & Diving (Girls & Boys)	8 meets	4A & Below  5A & 6A	Year round	4A -1/20/24 5A/6A- 1/27/24**	2/15-2/16/24  2/23-2/24/24
Team Tennis (Girls & Boys)	8 tournaments total (Team & Individual combined)	4A, 5A, 6A	Year round	10/7/23*	10/25-26/23
Tennis- Individual (Girls & Boys)	8 tournaments total (Team & Individual combined)	All conferences	Year round	5/1/24**	5/16-5/17/24
Track & Field (Girls & Boys)	8 meets	All conferences	Year round	4/6/24**	5/2-5/4/24
Volleyball	0 tournaments and 29 matches or 1 tournament and 27 matches or 2 tournaments and 25 matches or 3 tournaments and 23 matches	All conferences	7/31/23	10/28/23*	11/15-11/18/23
Water Polo	0 tournaments and 26 games or 1 tournament and 23 games or 2 tournaments and 20 games or 3 tournaments and 17 games	All conferences	7/31/23	10/7/23*	10/28/23
Wrestling (Girls & Boys)	8 tournaments	All conferences	Year round	2/3/24**	2/16-17/24

\* District chair is responsible for submitting district certification online (via portal).

\*\* District chair is responsible for submitting the district results directly to the next level of competition (area or regional director); please do not send to the UIL office.





AN EARLY COLLEGE DISTRICT

# BROWNSVILLE

## INDEPENDENT SCHOOL DISTRICT

### 2023-2024 Instructional Calendar

JULY 2023							AUGUST 2023							SEPTEMBER 2023							OCTOBER 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
30	31																										

NOVEMBER 2023							DECEMBER 2023							JANUARY 2024							FEBRUARY 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3						1	2		1	2	3	4	5	6				1	2	3	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
							31																				

MARCH 2024							APRIL 2024							MAY 2024							JUNE 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6				1	2	3	4						1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

#### School Schedule:

Middle Schools – 7:40 AM - 2:50 PM  
Elementary Schools – 8:00 AM - 3:15 PM  
High Schools – 8:45 AM - 4:10 PM

#### Early Dismissal Schedule

Middle Schools – 11:45 AM  
Elementary Schools – 12:15 PM  
High Schools – 1:00 PM

#### Meet the Teacher

August 9 – High Schools  
August 10 – Middle Schools  
August 11 – Elementary

#### District Rally

August 8

**First Class Day: August 14**

**Last Class Day: May 30**

PEIMS Snapshot: October 27

#### Six Weeks Grading Periods

Period	Total Days	Last Day
1st 6 Wks.	29 Days	September 22
2nd 6 Wks.	29 Days	November 3
3rd 6 Wks.	29 Days	December 21
1st Semester	87 Days	December 21
4th 6 Wks.	34 Days	February 23
5th 6 Wks.	31 Days	April 19
6th 6 Wks.	28 Days	May 30
2nd Semester	93 Days	May 30
TOTAL: 180 Instructional Days		

#### Holidays and Vacations

Independence Day	July 4
Labor Day	September 4
Columbus Day	October 9
Thanksgiving	November 20-24
Christmas (Employees)	Dec. 25-Jan. 5
Christmas (Students)	Dec. 22-Jan. 8
Charro Days	March 1
Primary Elections	March 5
Spring Break	March 11-15
Easter Break	March 29, April 1
	May 27

#### Make-Up Days

October 9 • March 1

#### Additional Days (subject to change)

Oct. 14, 21 • Jan. 13, 20, 27  
Feb. 3, 10, 17, 24 • Mar. 23  
Apr. 6, 13, 20 • June 4-26

#### New Employee Orientation

August 4 • January 13

#### T-TESS Day (New Teachers)

August 3 • January 20

#### District Staff Dev. Days

August 8 • January 8

#### Teacher Preparation Days

August 11 • December 22

#### Campus Staff Development Days

August 9, 10 • May 31

#### Early Dismissal Day

February 29

Revised and Board Approved: June 13, 2023



# HUMAN RESOURCES

## CERTIFIED TRADITIONAL CALENDAR

### 2023-2024

<b>187 DAYS</b> 08/08/23 to 05/31/24	ABE Instructor Classroom Teacher Estudiantina Occupational Therapist / Assistant	Physical Therapist / Assistant Program Specialist (Fund 162/199) Social Worker Special Education Itinerant	Speech Language Pathologist Assistant Speech Language Pathologist Testing Coordinator (<1,200 Student Enrollment)
<b>192 DAYS</b> 08/01/23 to 05/31/24	Special Olympics - Head Coach	Middle School Coach	School Nurse
<b>193 DAYS</b> 07/31/23 to 05/31/24	Golf Coach	Head Swimming Coach	
<b>194 DAYS</b> 07/28/23 to 05/31/24	High School Dance Team Instructor Elementary Music Advisor	High School Head Cheerleader Sponsor High School Assistant Cheerleader Sponsor	
<b>196 DAYS</b> 07/31/23 to 06/05/24	Elementary Counselor Librarian	Special Education Counselor	
<b>197 DAYS</b> 07/25/23 to 05/31/24	Middle School Athletic Coordinator		
<b>200 DAYS</b> 07/20/23 to 05/31/24	High School Coach		
<b>201 DAYS</b> 07/24/23 to 06/05/24	Middle School Counselor		
<b>203 DAYS</b> 07/26/23 to 06/11/24	Federal Programs Lead Teacher Instructional Tech. Lead Teacher Lic. Spec. in School Psychology		
<b>205 DAYS</b> 07/13/23 to 05/31/24	Athletic Trainer		
<b>205 DAYS</b> 07/24/23 to 06/11/24	ABE Instructor - Lead Teacher Assessment - Lead Teacher Career & Tech. (C.O.O.P.) Cosmetology GED Chief Examiner High School Counselor	Special Services - Lead Teacher GEAR UP Counselor Curriculum - Lead Teacher High School Choir Director High / Middle School Asst. Choir Director Middle School Asst. Band Director	Middle School Band / Choir Director Accompanist
<b>205 DAYS</b> 07/26/23 to 06/13/24	Audiologist Educational Diagnostician		
<b>207 DAYS</b> 08/08/23 to 06/28/24	Testing Coordinator (1,200+ Student Enrollment)		
<b>207 DAYS</b> 07/18/23 to 06/07/24	Defense Coordinator	Offense Coordinator	
<b>207 DAYS</b> 07/25/23 to 06/14/24	Day Care Coordinator		
<b>208 DAYS</b> 07/17/23 to 06/07/24	Assistant Principal Elementary Dean of Instruction	Elementary Instructional Coach Middle School Instructional Coach	
<b>210 DAYS</b> 07/17/23 to 06/11/24	Elementary Principal	High School Band Director High School Assistant Band Director	
<b>215 DAYS</b> 7/18/23 to 06/19/24	Bilingual Lead Teacher Dyslexia Lead Teacher	Program Coordinator Program Specialist - Dyslexia	
<b>217 DAYS</b> 07/17/23 to 06/20/24	Theatre Advisor		
<b>220 DAYS</b> 07/03/23 to 06/28/24 12 Non-Working Days	Continuing Pro. Ed. Spec. Coordinator Athletics/HFC HS <i>Note: Start Date will be Regulated and Approved by Principal or Supervisor</i>	High School Instructional Coach ROTC Instructor	Supervisor Nurse (Health Services Dept) Counselor - Guidance & Counseling Dept
<b>226 DAYS</b> 07/03/23 to 06/28/24 8 Non-Working Days	Accountant Agriculture Teacher Alternative School Principal Area Assistant Superintendent Assistant Director Assistant Superintendent Behavior Specialist - Family Center Bid Control Accountant Chief Financial Officer Choral Music Advisor Compensation Manager Computer Systems Operation Coordinator Aquatic Center Coordinator Assessment/Planning Coordinator CTE Coordinator Federal Programs Coordinator Finance Coordinator Health Services Coordinator Maintenance Coordinator Migrant Education Coordinator Special Programs	Coordinator State Compensatory Coordinator Warehouse/Textbooks Coordinator Wellness/Athletics Curriculum Specialist Department Director Deputy Superintendent Energy Manager Graphic Artist - Media Center Grant Coordinator High School Principal Human Resources Coordinator Instrumental Music Advisor Internal Auditor ITV Studio Scriptwriter Lead Educational Diagnostician Lead Speech Language Pathologist Middle School Principal Network Administrator PEIMS Coordinator Project Facilities Manager Purchasing Coordinator	Policy/Records/Recycle Manager Staff Attorney Social Worker - Family Center Specialist Professional Development Supervisor Ath. Spec. Child & Athletics - MS Supervisor Env., Health, Safety & Cust. Training Supervisor FNS Supervisor Pupil Services Supervisor Special Services Supervisor Visual Arts/Fine Arts Systems Programmer/Analyst Systems Programmer/Analyst, Sr. Website Designer Coordinator Homeless Youth Project Training Supervisor FNS

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.  
BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.

Approved: 2-27-23  
Revised: 6-22-23





# Brownsville Independent School District 2023-2024 Three Week Grade Reporting Calendar



*Dr. René Gutiérrez*  
Superintendent of Schools

Period	Beginning Date (Instructional Days)	Ending Date
<b>First 6 Week</b>	<b>Monday, August 14, 2023</b>	<b>Friday, September 22, 2023</b>
(29 days)		
3 Week Progress	15 Days	Friday, September 01, 2023
End of the 1 <sup>st</sup> Six Weeks	14 Days	Friday, September 22, 2023
<b>Second 6 Week</b>	<b>Monday, September 25, 2023</b>	<b>Friday, November 03, 2023</b>
(29 days)		
3 Week Progress	14 Days	Friday, October 13, 2023
End of the 2 <sup>nd</sup> Six Weeks	15 Days	Friday, November 03, 2023
<b>Third 6 Week</b>	<b>Monday, November 6, 2023</b>	<b>Thursday, December 21, 2023</b>
(29 days)		
3 Week Progress	15 Days	Friday, December 01, 2023
End of the 3 <sup>rd</sup> Six Weeks	14 Days	Thursday, December 21, 2023
<b>Fourth 6 Week</b>	<b>Tuesday, January 9, 2024</b>	<b>Friday, February 23, 2024</b>
(34 days)		
3 Week Progress	14 Days	Friday, January 26, 2024
End of the 4 <sup>th</sup> Six Weeks	20 Days	Friday, February 23, 2024
<b>Fifth 6 Week</b>	<b>Monday, February 26, 2024</b>	<b>Friday, April 19, 2024</b>
(31 days)		
3 Week Progress	13 Days	Friday, March 22, 2024
End of the 5 <sup>th</sup> Six Weeks	18 Days	Friday, April 19, 2024
<b>Sixth 6 Week</b>	<b>Monday, April 22, 2024</b>	<b>Thursday, May 30, 2024</b>
(28 days)		
3 Week Progress	15 Days	Friday, May 10, 2024
End of the 6 <sup>th</sup> Six Weeks	13 Days	Thursday, May 30, 2024



Dr. René Gutiérrez  
Superintendent of Schools

Brownsville Independent School District  
Athletic Department  
(956)548-8261 (956)714-6032 Fax [gdleal@bisd.us](mailto:gdleal@bisd.us)



Gilbert D Leal  
Athletic Administrator

*"A Sport for every Student, Every Student is a good Sport"*

### **High School - 2023/2024**

<b><u>Sport</u></b>	<b><u>Extra Days</u></b>	<b><u>Sport dates (Date of Certification)</u></b>
Football coaches	13 Extra Days	July 20 – November 4, 2023
Cross Country Coaches	13 Extra Days	July 20 – October 14, 2023
Volleyball Coaches	13 Extra Days	July 20 – October 28, 2023
Offensive & Defensive Coordinators	20 Extra Days	July 18-June 7 <sup>th</sup> , 2024
Athletic Trainers	18 Extra Days	*July 27-May 31st, 2024
Girls Basketball		October 18, 2023 – February 10, 2024
Boys Basketball		October 25, 2023 - February 17, 2024
Girls & Boys Soccer		November 27, 2023 – March 23, 2024
Boys & Girls Power Lifting		November 27, 2023 – February 29, 2024
Boys & Girls Track		January 8 - April 6 <sup>th</sup> 2024
Softball		January 12 – April 27, 2024
Baseball		January 19 – April 30, 2024
Wrestling		Year around Sport
Tennis	13 Extra Days	Year around Sport
Swimming	6 Extra Days	Year around Sport
Golf	6 Extra Days	Year around Sport

***Updated 7/19/2023***

\*Athletic Trainers 10 days will be embedded into 2023-24 school year.

*BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs or activities.*



Dr. René Gutiérrez  
Superintendent of Schools

**Brownsville Independent School District  
Athletic Department**  
#1 Blvd. of Champions, Brownsville Texas 78520  
956)548-8261 – 956)548-8276 (fax)



Sandra A. Powers, CAA  
Assist. Athletic Administrator

## Athletic Administrator

Gilbert D. Leal  
[gdleal@bisd.us](mailto:gdleal@bisd.us)

## Athletic Staff

Kenneth F. Robertson  
Athletic Maintenance Foreman  
[kfrobertson@bisd.us](mailto:kfrobertson@bisd.us)

JoAnna Salazar  
Administrator's Secretary  
[jsalazar@bisd.us](mailto:jsalazar@bisd.us)

Jessica R. Granado  
Assist. Athletic Administrator's  
Secretary/Ticket Sales  
[jrevyna@bisd.us](mailto:jrevyna@bisd.us)

Sherry R. Longoria  
Secretary/Budget  
[srlong@bisd.us](mailto:srlong@bisd.us)

### Middle School Athletics Sports Seasons Assistant Athletic Administrator, Sandra Powers 2023-2024

#### 1<sup>st</sup> quarter: August - October

**Football-** August 14<sup>th</sup>- Oct 21<sup>st</sup>

Both Games will be played at same site on Saturdays

**Volleyball-** August 14<sup>th</sup>- Oct 16<sup>th</sup>

Games will be played on Saturdays, same site at the middle schools with last game played on a Monday at opposite sites.

Volleyball tournament: Friday, Aug 25<sup>th</sup>- Saturday, Aug 26<sup>th</sup>

**Boys and Girls Cross- Country-** Boys and Girls- August 14<sup>th</sup>- Oct 4<sup>th</sup>

#### 2<sup>nd</sup> quarter: October 18<sup>th</sup>- December 22<sup>nd</sup>

**Tennis Boys and Girls-** October 17<sup>th</sup>- December 16<sup>th</sup>- tournaments on Saturdays

**Girls basketball-** October 17<sup>th</sup>- Dec 22<sup>nd</sup>-- at opposite sites

Tournament: Monday, Oct 23- Tuesday, October 24<sup>th</sup>

**Baseball-** Oct 17<sup>th</sup>- Dec 19<sup>th</sup>- Tuesdays- both grade levels at the Sports Park

Tournament: Wednesday, Oct 25<sup>th</sup>- Thursday, Oct 26<sup>th</sup>- Sports Park

#### 3<sup>rd</sup> quarter: January 10<sup>th</sup>- March 4<sup>th</sup>

**Boys basketball-** January 9<sup>th</sup>- March 4<sup>th</sup>- opposite sites

Tournament: Monday, Jan 15<sup>th</sup>- Tues, Jan 16<sup>th</sup>

**Boys and Girls Track and Unified-** Jan 9<sup>th</sup>- March 6<sup>th</sup>

**Girls soccer-** Jan 9<sup>th</sup>-March 4<sup>th</sup>

Tournament: Wednesday, Jan 17<sup>th</sup>- Thursday, Jan 18<sup>th</sup>- Sports Park

#### 4<sup>th</sup> quarter: March 7<sup>th</sup> – May 9<sup>th</sup>

**Softball-** March 6<sup>th</sup>- May 13<sup>th</sup>

Tournament: Wed, March 20<sup>th</sup>- Thursday, March 21<sup>st</sup>- Sports Park

**Boys soccer-** March 7<sup>th</sup> – May 13<sup>th</sup>

Tournament: Monday, March 18<sup>th</sup>- Tuesday, March 19<sup>th</sup>

**Unified Basketball-** March 7<sup>th</sup> – May 9<sup>th</sup>

# Athletic Department Organizational Chart 2023-2024

**Deputy Superintendent of Business and Operations**  
**Dr. Nellie Cantu**

**Athletic Administrator**  
**Gilbert D. Leal**  
698-0842

**Assistant Athletic Administrator**  
**Sandra Powers, CAA**  
698-0846

**Trainers**  
**Head Trainer**  
**James Trevino**  
**Francisco Serrata**  
**Jimmy Cantu**  
**Melany Rojas**  
**Shawn Osowski**  
**Kathy Greer**  
**Matt Gross**  
**Sarah Gulick**  
**Amanda Gonzalez**  
**Marty Castillo**  
**Elizabeth Laird**  
**Vacancy**

**Maintenance Foreman**  
**Kenny Robertson**  
698-2897

**Aquatic Center Coordinator**  
**Monica Rosales**  
698-0062

**Stadium Maintenance Crew**

**Administrative Secretary**  
**JoAnna Salazar**  
698-0843

**Secretary Meals / Entry Fees**  
**Jessica Reyna**  
698-0930

**Secretary Budget / Purchasing**  
**Sherry R. Longoria**  
698-0845

**Warehouse Clerk/Transportation**  
**Hector Ayala**  
698-0072

**Head Football/  
Athletic Coordinator**  
**Hanna**  
Mark Guess  
698-0850

**Head Football/  
Athletic Coordinator**  
**Lopez**  
Shaun Tarantola  
698-0289

**Head Football/  
Athletic Coordinator**  
**Pace**  
Daniel Pardo  
698-2496

**Head Football/  
Athletic Coordinator**  
**Porter**  
Carlos Uresti  
698-3037

**Head Football/  
Athletic Coordinator**  
**Rivera**  
Alberto Leal  
698-1843

**Head Football/  
Athletic Coordinator**  
**Veterans**  
JC Ramirez  
574-5606

**Head Football/  
Athletic Coordinator**  
**Vela M.S.**  
Ruben Martinez  
698-0732

**Head Football/  
Athletic Coordinator**  
**Besteiro M.S.**  
Brian Medina  
698-0595

**Head Football/  
Athletic Coordinator**  
**Stell M.S.**  
Juan Mora  
698-1494

**Head Football/  
Athletic Coordinator**  
**Faulk M.S.**  
Zabdiel Leal  
698-1804

**Head Football/  
Athletic Coordinator**  
**Perkins M.S.**  
Vacancy  
698-1346

**Head Football/  
Athletic Coordinator**  
**Stillman M.S.**  
Richard Sosa  
698-1012

**Head Football/  
Athletic Coordinator**  
**Oliveira M.S.**  
Rolando Gomez  
698-0352

**Head Football/  
Athletic Coordinator**  
**Lucio M.S.**  
Gilbert Guerra  
838-4038

**Head Football/  
Athletic Coordinator**  
**Manzano M.S.**  
Isaac Solis  
548-9830

**Head Football/  
Athletic Coordinator**  
**Garcia M.S.**  
Gilbert Garces  
832-6327

Revised: 07/27/2023

## **Brownsville ISD Athletic Department Mission Statement**

Consistent with the mission of the Brownsville ISD, the Brownsville ISD Athletic Department will provide an athletic program that helps develop the entire person through education and competition. In addition, the program will provide student-athletes an opportunity to pursue and understand the core values of attitude, character, commitment, leadership, sportsmanship, responsibility, accountability, decision-making, work ethic and team.

## **Brownsville ISD Athletic Program Core Values**

- Continuous Professional Development
- Complete Vertical Alignment
- Uniform Character Development Program
- Five Measures of Success – High Schools
- Four Measures of Success – Middle Schools
- Athletic Department Expectations
- BISD Culture: Six Schools. One Family.

## **Brownsville ISD Athletic Program Expectations**

1. Involve as many students as possible in drills and practice. No standing around.
2. Instill in all student an exemplary work ethic and the qualities of: accountability, citizenship and a high degree of class and sportsmanship.
3. **Play everyone on all sub-varsity games if eligible, participated in practice all week and are in good standing with the coach / school.**
4. Develop and maintain a complete and comprehensive off-season program.
5. Have all programs represented with class, character and dignity.
6. Establish programs so that all participants enjoy a positive learning experience.
7. Demonstrate that each of our athletic teams is well coached, highly disciplined and well organized.
8. Establish District-wide bond of loyalty and pride that reflects the core values and beliefs of Brownsville ISD.
9. Ensure that the Brownsville ISD athletic department objectives support the total mission of BISD.



## **Coaching Expectations and Forms**

1. Coach WILL have a written plan for practice.
2. Coach WILL show the athletes he/she is interested in the overall process of the individual and team.
3. Coach WILL move and circulate throughout practice.
4. Coach WILL coach positively. Correct with a plan of improvement.
5. Coach WILL be dressed appropriately for practice. Attire will be defined by Head Coach.
6. Coach WILL keep accurate practice attendance.
7. Coach WILL create a clearly defined warm-up routine for each game. Be organized.

## **Game Day Expectations**

1. Coach will ensure that all student-athletes are supervised at ALL TIMES.
2. Coach will not allow student-athletes to be released to go home with anyone but their parent and then only with the appropriate paperwork on file.
3. Coach will be dressed appropriately for game days. Game day attire will be defined by head coach and campus athletic coordinator.

## **Forms**

1. All **required participation forms** must be completed in their entirety and returned to the athlete's head coach or athletic trainer before a student participates in any tryout, practice, athletic class, open gym, open weight room, athletic competition, or travel with an athletic team for any purpose.
2. The student is required to use the Pre-participation – Physical Examination Form. **NO OTHER** physical examination form can be accepted as per the UIL. **A new exam must be given prior to each school calendar year.**

## **Request for Post-Activity Student Release**

This form **MUST** be signed by a parent or guardian in order for the athlete to ride home from an away game. If the form is not turned in, the athlete must ride on the bus back to the campus.

## **BROWNSVILLE ISD ATHLETIC DEPARTMENT**

### **CORE VALUES**

#### **Continuous Professional Development**

- All BISD athletic coaches will be committed to actively build their knowledge base, in their respective sports, from proven leaders in the field.
- All BISD coaches coaching in the same sport will research, collaborate and share with the Athletic Director how we can invite experts in the field to Brownsville to educate everyone in the district.
- It is highly recommended that all coaches pursue regional, state, or national certifications in overall athletic professional development to ensure continuous growth.

#### **Complete Vertical Alignment**

- The High School Athletic Coordinators are responsible for the supervision, monitoring and communication to all head coaches at the high school, middle schools and elementary schools within their cluster.
- Each varsity head coach is responsible for the supervision, monitoring, and communication of their respective sport from the varsity, sub-varsity, and middle school within the cluster.
- The Middle School Athletic Coordinators are responsible for the supervision, monitoring, and communication of all sports on their campus and well as the elementary feeders.

#### **Uniform Character Development Program**

- All coaches have the gift to communicate effectively with student athletes. Our entire athletic department will participate in a character education program called 360 Athletic
- This comprehensive program will systemically teach our student athletes 18 weekly lessons that can be taught on a digital platform.
- The character education program can be taught all year long or during the off-season.

#### **Head Coaches Academic Expectations**

- All student-athletes meet UIL academic eligibility standards the entire year.
- Retain and graduate every student athlete in four years.
- All varsity head coaches will assist student athletes in attaining All-State Academic honors.

#### **Head Coaches Competitive Expectations**

- All varsity BISD sports will strive to participate in the Texas High School playoffs.
- All varsity BISD sports will win a District Championship in their respective sport.

- All varsity BISD sports will win a State Championship in their respective sport.

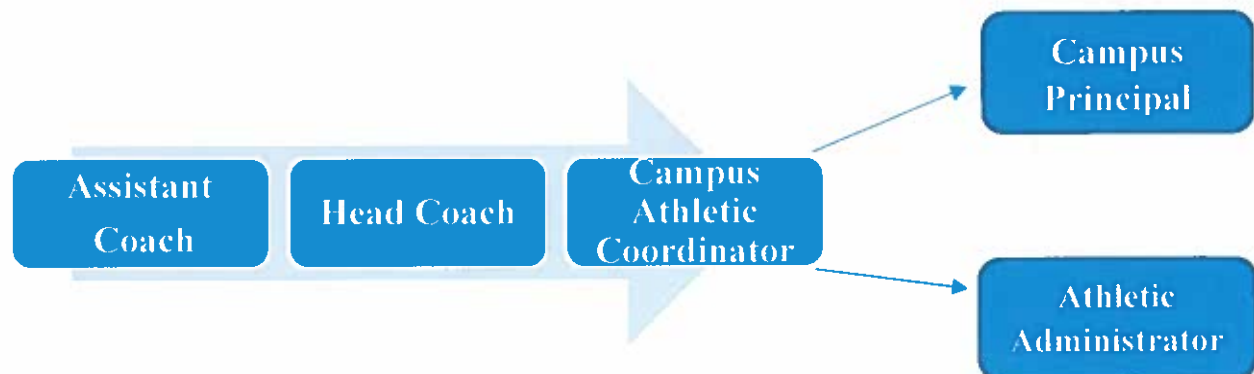
#### Athletic Department Expectations

- Student-athletes are treated in a fair and equitable manner.
- Student-athletes are educated about and provided access to the necessary support services both within the athletic department (e.g., academics, sports medicine, strength and conditioning, etc.).
- Student-athletes / coaches adhere to UIL athletics policies and procedures.
- Student-athletes / coaches adhere to all District Executive Committee rules and regulations.
- Student-athletes/coaches behave in an appropriate manner (e.g., with a sense of character, honesty and integrity) including, but not limited to, adherence to the ethical conduct guidelines outlined by the UIL.
- Student-athletes/coaches display/promote good sportsmanship.
- Student-athletes/coaches partake in community service events/projects.

#### Overall Department Expectations and Beliefs: Our Culture. 6 Schools. 1 Family.

- We will start to evaluate staff/coaches on your character and attitudes in addition to your work performance.
- We need everyone in the department to “buy in” to create a winning organizational culture.
- We need everyone in the department thinking, believing, talking and behaving in sync – we need to be aligned with the same beliefs, expectations, behaviors and habits.
- Everyone in this department needs to think, believe, talk and behave in sync with DEPARTMENT’S VISION, PURPOSE AND CORE VALUES – we need to be aligned with the same beliefs, expectations, behaviors and habits.
- A positive approach along with contagious positive energy or desire to be great will rub off on the rest of the team or organization – BE POSITIVE.
- Be consistent and fair. If you are not consistent at all times, you will lose your team’s or staff’s trust. Stick to your principles and philosophy through adversity and challenges.

## ATHLETIC PROGRAM CHAIN OF COMMAND



### The Campus Principal

The Principal as the Chief Administrative Official at each campus has the overall responsibility for the athletic program on his/her campus. The Principal / Campus Athletic Coordinator and Athletic Administrator will work together to coordinate the athletic program at each campus.

### Athletic Staff Information

#### Responsibility of Coaches

1. 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. Any deviation from this process will be accounted for in the annual evaluation process. This is to ensure that all athletic department business can be conducted efficiently and the appropriate department or administrator can respond to Brownsville ISD 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:

- Coach will discuss issue with campus athletic coordinator
  - Campus athletic coordinator will decide whether issue is brought to the Brownsville ISD athletic office.
  - Athletic office will contact the UIL- COACHES ARE **NOT** TO CONTACT THE UIL OFFICE.
2. Relations with Campus Faculty – All Brownsville ISD coaches should maintain a good, positive relationship with other members of the campus faculty and staff, supporting them in matters of student discipline, grades, and any other areas of concern with athletes.

3. Middle High Program Expectations – Every middle school is aligned to a designated high school. Middle school athletic coordinators are responsible for the entire administrative and organizational procedures for grades 7 and 8. All middle school football coaches will work with their respective high school's football training sessions. All middle school coaches' expectations are listed on the athletic website under "Staff Information."
4. High School Program Expectations – In an effort to further align our Middle school and High school feeder athletic programs, high school coaches are expected to communicate with their Middle school feeder middle schools throughout the school year. All high school coaches' expectations are listed on the athletic website under "Staff Information."
5. Title IX – Brownsville ISD contact is Carmelita Rodriguez. Regular internal examination can minimize any programs or concerns that may arise. Proactive compliance is the key.
6. Staff Integrity and Loyalty – All staff members will make 100% commitment to the philosophy, objectives and guidelines of the Brownsville ISD athletic department. Maintain a positive working relationship with all members of central office and district support staff.
7. Travel – Travel by Brownsville ISD athletic teams or individual athletes **not directly related to a UIL sanctioned activity** (i.e. 7-on-7 or team retreat) must be recommended by the Campus athletic coordinator and Campus Principal, and must receive approval by the Athletic Administrator.





AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT

**Six Schools... One Family**



**BISD Athletic Department**

## **II. Emergency Action Plan for Athletics**

# **BROWNSVILLE ISD EMERGENCY ACTION PLAN FOR ATHLETICS**

## **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 situation to be managed appropriately.

## **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 Trainers, Coaches, And Administrators
5. Venue Directions

## **Emergency Plan Personnel**

With athletic practice and competition, the first responder to an emergency situation 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 administrator. 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. Acute care in an emergency situation should be provided by the most qualified individual on the scene. 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. Activation 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.

#### **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

#### **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 Athlete(s)
- First Aid Treatment Initiated
- Specific directions as needed to locate the emergency scene ("Come to the faculty parking lot off of Fairway Drive")
- 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 a more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

## **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 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 a 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.

## **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 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 log book 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.

## **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 the entering/exiting the venue. If an ambulance is not present at an event, entrance to the facility should clearly marked and accessible. In the event of an emergency, the 911 system will 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 situation 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.

### **Non-Medical Emergencies**

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

### **Safety Drill**

All Brownsville 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.

### **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 healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by the involving the athletic administration and sport coaches as well as sport coaches as well as sports medicine personnel. Through development and implementation of the emergency plan, the Brownsville Independent School District helps ensure that the athlete will have the best care provided when an emergency situation does arise.



Sample of site based EAP which is to be posted at all facilities.

**Brownsville Sams Stadium Emergency Procedure**

**Non-Urgent**

1. Contact Athletic Trainer or School Nurse
2. Contact Parent

**Urgent**

1. Call 911
2. Instruct EMS to report to **Sams Stadium** at

**Sams Memorial Stadium  
1 Boulevard of Champions  
Brownsville, Texas 78521**

**Instruct the EMS to enter the facility from Jefferson Street at the entrance immediately North West of the Stadium. .**

3. Send appropriate personnel to meet and direct EMS personnel into the building from the parking lot.
4. Provide necessary information to EMS personnel.
5. Provide appropriate emergency care until the arrival of EMS personnel.
6. Contact Parent
7. Contact Athletic Trainer/Campus Coord./Principal
8. Contact Security/BISD Police

**Location OF  
AED**

1. Hallway on Home side of Stadium next to the conference room.
2. On Trainer golf cart on home sideline

**Emergency Phone Numbers**

**BISD Police**

356-982-3085  
356-698-3115

**Campus Name**

Sams Stadium  
956-548-8261

**Athletic Administrator**

Gilbert Leal  
956-202-2952

**Campus Coordinator**

Name  
???-???-????  
???-???-????

**Campus Principal**

Name  
???-???-????  
???-???-????

## **Brownsville Independent School District Athletic Safety Drill Checklist**

Date of Drill \_\_\_\_\_ Time of Drill \_\_\_\_\_

School \_\_\_\_\_ Coach \_\_\_\_\_

Team \_\_\_\_\_ FrB FrA Sph JV Var All

**Situation: An athlete has been participating in drills when he suddenly collapses and are lying on the ground unconscious.**

1. Athlete care given by \_\_\_\_\_.
2. EMS activated by \_\_\_\_\_.
3. AED retrieved by \_\_\_\_\_.
4. Athletic Trainer/Nurse contacted by \_\_\_\_\_.
5. EMS met at designated area by \_\_\_\_\_.
6. Crowd control handles by \_\_\_\_\_.
7. Parent Contacted by \_\_\_\_\_.
8. BISD Police contacted by \_\_\_\_\_.

**An AED was retrieved and available for use within \_\_\_\_\_.**

**Important note: BISD's acceptable response time for an AED is 5 minutes.**

**Coaches Signature \_\_\_\_\_.**



AN EARLY COLLEGE DISTRICT  
**BROWNsville**  
INDEPENDENT SCHOOL DISTRICT

**Six Schools... One Family**



**BISD Athletic Department**

### **III. Grade Check Procedures**

## Brownsville ISD Grade Check Procedures

### **Coaches Responsibilities:**

All activity 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.

**Note:** When computing eligibility calendars, it is helpful to remember that the seven day grace period after the grading period also 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 evaluations periods.

### **NO PASS NO PLAY**

It is essential that each head coach be responsible for the academic monitoring of his/her student-athletes.

1. A student in grades 9-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if:
  - A. Beginning the 9<sup>th</sup> grade -- has been promoted from the 8<sup>th</sup> grade to 9<sup>th</sup>.
  - B. Beginning the 10<sup>th</sup> grade – had earned 5 credits towards state graduation.
  - C. Beginning the 11<sup>th</sup> grade – has earned 10 credits towards state graduation OR has earned 5 credits towards state graduation in the last twelve months.
  - D. Beginning the 12<sup>th</sup> grade – has earned 15 credits towards state graduation OR has earned 5 credits towards state graduation in the last twelve months. (The above eligibility criteria apply only to the following sports: Football, Volleyball, Team Tennis, Golf, Swimming, and Cross Country.)
2. In order to be eligible to participate in an extracurricular activity for a six week period following the first six week period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks.
3. A student whose six-week grade average, in any course, is lower than 70 at the end of any 6 week period shall be suspended from participation in any interscholastic activity during the succeeding three week period. If, at the end of the three weeks period, the student is passing all classes, that student will become eligible 7 days after the grade was officially earned for the remainder of that current 6 weeks. Validation of the 3 weeks grade is made with the E-School Plus grade report through the campus coordinator or campus principal.

## Grade Procedures Continued

4. Students may practice with their respective teams while they are on academic suspension.
5. Students may also participate in pre-season scrimmages while on academic suspension.
6. At the end of any 3-week ineligibility period in which a student has attained a course grade average of at least 70 in each course taken, any suspension from participation shall be removed after the 7-day grace period.
7. Extracurricular activities shall be limited from the beginning of the school week through the end of the school week to no more than one contest or performance per activity. Practice outside the school day shall also be limited to a maximum of eight hours per school week per activity.
8. Students who also assist the coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
9. A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for that grading period in a designated amount of time.
10. A student who fails a course becomes ineligible seven days after the last day of the six weeks period. For a complete listing of all grace period dates, see the athletic website.
11. The Brownsville ISD athletic departments validates grades with a report card or an E-School Plus grade report. An athlete will not submit his/her grades.



## HOME VISITATION FORM (attach to PAPF)

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Individual(s) spoken to at home:

Their Relationship to student Athlete:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

### Question / Observations

1. Who resides at this residence?
  - a. Does this student live here?
  - b. Do all members of the family live at the residence?
2. Do Parents have another residence?
3. Do Parents have personal effects in the residence? ( i.e. furniture, clothing, pictures, etc.
4. Provide verification that the parents reside at this residence (rent receipts, bill of sale, mail, electric bill, phone bill, voter registration card or drivers license)  
(Check the attached copies) Rent Receipts \_\_\_\_\_ bill of sale \_\_\_\_\_ Mail \_\_\_\_\_  
Electric Bill \_\_\_\_\_, Phone Bill \_\_\_\_\_ voter registration card or driver's license \_\_\_\_\_

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

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

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



AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT

**Six Schools... One Family**



**BISD Athletic Department**

## **IV. Code of Conduct**

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LEGAL)

**Educator Ethics**

Educators shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom.

The State Board for Educator Certification (SBEC) shall provide for the adoption, amendment, and enforcement of an educator's code of ethics [see DH(EXHIBIT)]. SBEC is solely responsible for enforcing the ethics code for purposes related to certification disciplinary proceedings.

*Education Code 21.041(b)(8); 19 TAC 247.1(b), (c)*

**Public Servants**

All district employees are "public servants" and therefore subject to Title VIII of the Penal Code, regarding offenses against public administration, including restrictions on the acceptance of illegal gifts, honoraria and expenses, and abuse of office. *Penal Code 1.07(a)(41), Title VIII* [See DBD and BBFA]

**Electronic  
Communication  
Policy**

"Electronic communication" means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes emails, text messages, instant messages, and any communications made through a website, including a social media website or a social networking website.

A school district shall adopt a written policy concerning electronic communications between a school employee and a student enrolled in the district.

The policy adopted under this section must:

1. Include provisions designed to prevent improper electronic communications between a school employee and a student;
2. Allow a school employee to elect to not disclose to students the employee's personal telephone number or email address; and
3. Include provisions instructing a school employee about the proper method for notifying appropriate local administrators about an incident in which a student engages in improper communications with the school employee.

*Education Code 38.027*

**Public Information  
on Private Device**

A current or former board member or employee of a district who maintains public information on a privately owned device shall:

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LEGAL)

1. Forward or transfer the public information to the district or a district server to be preserved as provided by Government Code 552.004(a); or
2. Preserve the public information in its original form in a backup or archive and on the privately owned device for the time described under 552.004(a).

*Gov't Code 552.004(b) [See GB]*

**Loss of Retirement  
Annuity for  
Conviction of Certain  
Felonies**

A person is not eligible to receive a service retirement annuity from the Teacher Retirement System (TRS) if the person is convicted of a qualifying felony and the victim is a student.

"Qualifying felony" means an offense that is punishable as a felony under the following sections of the Penal Code:

1. Section 21.02 (continuous sexual abuse of young child or disabled individual);
2. Section 21.12 (improper relationship between educator and student); or
3. Section 22.011 (sexual assault) or Section 22.021 (aggravated sexual assault).

The term includes any federal offense that contains elements that are substantially similar to the elements of a felony offense described above.

Not later than the 30th day after the date of a person's conviction for a qualifying felony, the school at which the person was employed shall provide written notice of the conviction to TRS. The notice must comply with rules adopted by TRS.

*Gov't Code 824.009*

**Transportation or  
Storage of Firearm in  
School Parking Area**

A district may not prohibit a school employee who holds a license to carry a handgun under Government Code, Chapter 411, Subchapter H, from transporting or storing a handgun or other firearm or ammunition in a locked, privately owned or leased motor vehicle in a parking lot, parking garage, or other parking area provided by the district and may not regulate the manner in which the handgun, firearm, or ammunition is stored in the vehicle, provided that the handgun, firearm, or ammunition is not in plain view.

This does not authorize a person to possess, transport, or store a handgun, a firearm, or ammunition in violation of Education Code 37.125, Penal Code 46.03, or other law. [See GKA]

*Education Code 37.0815*

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LEGAL)

**Tobacco and  
E-Cigarettes**

A board shall prohibit smoking or using e-cigarettes or tobacco products at a school-related or school-sanctioned activity on or off school property.

**Enforcement**

A board shall ensure that district personnel enforce the policies on school property.

*Education Code 38.006(b)* [See also FNCD and GKA]

**Drug and Alcohol  
Abuse Program**

A board shall prohibit the use of alcoholic beverages at school-related or school-sanctioned activities on or off school property. *Education Code 38.007(a)*

**Federal Drug-Free  
Workplace Act**

A district that receives a direct federal grant must agree to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the district's workplace and specifying the actions that will be taken against employees for violations of the prohibition;
2. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The district's policy of maintaining a drug-free workplace;
  - c. Available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed on employees for drug abuse violations;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the required statement;
4. Notifying the employee in the required statement that as a condition of employment in the grant the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction;
5. Notifying the granting agency within 10 days after receiving notice from an employee or otherwise receiving actual notice of a conviction;

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LEGAL)

6. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by 41 U.S.C. section 8104; and
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above requirements.

*41 U.S.C. 8103(a)(1)*

**Dietary Supplements**

Except as provided at Education Code 38.011(b), a district employee may not:

1. Knowingly sell, market, or distribute a dietary supplement that contains performance-enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee's duties; or
2. Knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance-enhancing compounds by a primary or secondary student with whom the employee has contact as part of the employee's duties.

An employee who violates items 1 or 2, above, commits a Class C misdemeanor offense.

*Education Code 38.011*

**Low-THC Cannabis**

A district may not enact, adopt, or enforce a rule, ordinance, order, resolution, or other regulation that prohibits the possession of low-THC cannabis, as authorized by Health and Safety Code Chapter 487. *Health and Safety Code 487.201*

# **TEXAS HIGH SCHOOL COACHES ASSOCIATION CODE OF ETHICS**

(Revised March 2020)

Objectives

Purpose

Authorization

Article I - Obligations and Responsibilities

Article II - Coach's Responsibility to the School

Article III - Coach's Responsibility to the Players

Article IV - Rules of the Game

Article V – Officials

Article VI - Public Relations

Article VII - Drugs

Article VIII - Scouting

Article IX - Management of Felony Crime

Article X - Food Supplements, Drugs & Medications



In selecting the coaching profession, coaches must be dedicated to rendering service to humanity. Financial gain and personal reward are secondary considerations. In selecting the coaching profession, the individual assumes an obligation to conduct himself in accordance with its ideals. These ideals should be set forth in a Code of Ethics. Any coach who is unwilling or unable to comply with the principles emphasized in the Code should have no place in the coaching profession. We must always keep in mind; the games belong to the players. A justification for including the athletic program in the total school curriculum is that athletics provides both physical and character values for those who participate in them. That these values are obtained rest largely with the coaching profession.

The reputation of the coaching profession is dependent upon the way the coaches of the state live up to both the letter and the spirit which a code represents.

As members of the profession, we should be ever mindful of the high trust and confidence placed in us. Every coach should study and apply the principles numerated in this Code to the result that the profession may become a more powerful and effective influence in our educational system.

## **OBJECTIVES**

Among the stated objectives of the Texas High School Coaches Association are the following:

1. To help maintain the highest possible standards in athletics and the coaching profession and to work together for the improvements of conditions of Texas high school athletics.
2. To secure a better understanding of the problems of high school coaching, and to provide coaches sources of information.
3. To endeavor to improve athletics in all phases by aiding the coaches in securing a more thorough understanding of the various sports.
4. To have a representative group of coaches to which athletic problems of general interest may be referred in the hope of creating better relationships between schools.
5. To promote good fellowship and social contact among coaches.

## **PURPOSE OF THE CODE OF ETHICS**

The Code of Ethics of the Texas High School Coaches Association is to protect and promote the best interest of the high school athletic program. In the coaching profession, the primary purpose of a Code of Ethics is to clarify and distinguish ethical and approved professional practices from those which are detrimental and harmful.

Its' secondary purpose is to emphasize the cause and values of athletic programs in the state of Texas. Applied to the coaching profession, ethics will help develop a standard of character in which the public has trust and confidence. The success of these principles and standards

emphasized in the Code is dependent upon those for whom they have been prepared - the Texas high school coaches.

## **AUTHORIZATION**

The committee for a Code of Ethics for the Texas High School Coaches Association formed the Code and presented it to the THSCA Board of Directors. It was then presented to the membership for a vote and was passed by the membership on August 5, 1960 in Dallas.

## **ARTICLE I OBLIGATIONS AND RESPONSIBILITIES**

In becoming a member of the Texas High School Coaches Association, a coach assumes certain obligations and responsibilities to the game one coaches, to the players, and to one's fellow coaches. It is essential that every member of the profession be constantly aware of these obligations and responsibilities with the purpose in mind that the coaching profession will always remain an honorable calling and that each member is to conduct oneself in such a manner to maintain the dignity and decency of the profession.

An active coach is involved in several areas of a relationship which entails certain obligations for which some definite standards of conduct may be described. These are: players, schools, with other coaches, teams, officials, sportswriters and others.

In the relationship with players under one's care, the coach should always be aware of the tremendous influence that is exerted for good or bad. Parents trust their dearest possession to the coach's charge and the coach, by his own example, must always be sure that the athletes who play under a coach are finer and more decent for having done so. The coach should never place the value of victory above that of instilling the highest desirable ideals and character traits in the players. The safety and welfare of the players should always be most important in one's mind and must never be sacrificed for any personal prestige or selfish glory. In teaching the game of one's choice, the coach must realize there are certain rules designated to protect the players and provide common standards for determining a winner and loser.

Any attempts of deliberate unsportsmanlike conduct have no place in the coaching profession. Any coach guilty of such teaching should not have the right to be called a coach. The coach should set the example of winning without boasting and losing without bitterness. The coach who behaves according to these principles need have no fear of failure, for the success of the coach can be measured by the respect one has earned from the players and from the opponents.

In the relationship with the school for which one works, the coach should remember -- that he/she is on public display to represent that school. It is important, therefore, that one's conduct maintains the principles of integrity and dignity of the school. School policies regarding the athletic program should be adhered to, both to the letter and to the spirit. The coach should remember that other members of the faculty also have an interest in the school and in the students and one's conduct must be such that no criticism arises of efforts to develop common interest and purposes of the institution along with other faculty members.

In relationships with coaches, it should be assumed that all members of the coaching profession intend to follow the precepts set forth in a Code of Ethics. All evidence of unethical conduct should be brought openly to the Ethics Committee through the prescribed channels. Sportswriters and sportscasters should not be used as an outlet for relieving ill-feelings toward other coaches, players, officials or other schools. Sportswriters also have an interest in the athletic program and should be treated with the same respect and honesty expected of them. Officials are an essential part of the athletic program and of the game, and it should be recognized that they are to attempt to maintain the highest standards of integrity and honesty. Just as coaches can make mistakes, so can officials. It is important that their efforts to secure perfection in performance be highly respected by coaches.

Therefore, the essential elements in a Code of Ethics for the Texas High School Coaches Association are honesty and integrity. Coaches whose conduct reflect those two characteristics will bring credit to the coaching profession, to the games which they coach, their school and to themselves. It is only through such conduct that the profession can earn and maintain its rightful place in our educational program and make its' full contribution to the school and the community.

## **ARTICLE II**

### **THE COACH'S RESPONSIBILITY TO THE SCHOOL**

1. The function of the coach is to educate students through participation in the games under his/her direction. The primary basic functions must never be disregarded.
2. Because of the unique place which the coach holds in the educational organization, it is highly important that he/she support the administration in all policies, rules and regulations, which may be from time to time enacted. Differences of opinion should be discussed behind closed doors and not aired through the public media.
3. Where the coach is not the Athletic Director, it is important that a harmonious relationship exist between the two. The coach should feel free to suggest and initiate any actions which have to do with the conduct or improvement of the athletic program. Controversial matters should be discussed on a friendly basis, but once final decisions are reached, they should be accepted and given complete support by the coach.
4. Participation in interschool athletics is based on the individual student's fulfillment of established rules and regulations. Every coach should be thoroughly acquainted with these rules and regulations. Coaches should assume responsibilities for their observances and enforcement in cooperation with the school officials charged with this responsibility. Matters of eligibility should be constantly referred to the school principal or superintendent for consultation, interpretation, and improvement.
5. One of the coach's fundamental responsibilities must be to inspire the players to achieve academic success. Not only to make good grades, but to secure a well-rounded high school education and graduate with honors.

### **ARTICLE III**

#### **THE COACH'S RESPONSIBILITY TO THE PLAYERS**

1. Diagnosis and prescription of treatment of injuries is strictly a medical problem and should, under no circumstances, be considered a province of the coach. The coach's responsibility is to see that injured players are given prompt and confident medical attention and that the most detailed instructions of the doctor are carried out.
2. The coach must remember that he/she is a living example for all boys and girls in the school's community. Therefore, it is important to the coach and to the coaching profession that actions and behavior always bring credit to the profession and to the coach.
3. The coach's conduct during a game (suggested):
  - a. Before and after a game, rival coaches should meet and exchange friendly greetings.
  - b. During the game, coaches should be as inconspicuous as possible.
  - c. Coaches are encouraged to demonstrate a friendly and kindly attitude toward their players on the bench.
  - d. The attitude of coaches toward officials during the progress of the game should be controlled.
  - e. After the game, visitors should not be permitted into a team's dressing room until coaches have had sufficient time to complete all post-game responsibilities, including a careful check of any injuries.

### **ARTICLE IV**

#### **RULES OF THE GAME**

1. The coach should be thoroughly acquainted with the rules of the game. Official rule books should be studied and often reviewed. The coach is primarily responsible for teaching and interpreting the rules to the players.
2. The letter and the spirit of the rules must be respected and adhered to by the coach. Rules are made for the protection of the players and in the best interest of the game. It is the coach's responsibility to see that they are observed.
3. Beating the Rules - Disregarding the rules brands a coach or a player as a person unfit to be associated with the athletic program. It is especially important that coaches stress those rules which involve bodily contact. The rules permit the use of hands and arms. It is the coach's responsibility to see that they are used legally. It is not the purpose of any game to hurt or injure an opponent by legal or illegal methods.
4. Good sportsmanship begins on the practice field, and if it becomes a habit, none of us will have to worry about it, as we will have no unsportsmanlike tactics in any of our games.
5. The football code, which appears in the official football rule book, shall be considered an integral part of this Code of Ethics and should be carefully read and observed. (3/7/75)

6. It is unethical conduct to teach that the use of the helmet and/or face mask is a primary part of contact in blocking and tackling techniques. (3/12/76)

## **ARTICLE V OFFICIALS**

1. Officials must have the respect and support of the coaches and players if they are to do their job efficiently. On and off the record, criticism of officials and players to the public shall be considered unethical.
2. A cooperative relationship should exist between coaches and official associations, with frequent interchange of ideas and suggestions. Coaches should, whenever possible, accept invitations to attend officials' rules meetings. Likewise, coaches should extend to officials' invitations to discuss rules interpretation with their squad and other coaches meeting as a group. It is unethical and dangerous for coaches of rival teams to accept assignments as officials on an exchange basis.
3. Officials should always be treated in a courteous manner. On the day of the game, they should be provided with a private room, if possible, in which to meet and dress for the game. Conferences between coaches and officials shall always be conducted according to procedures established by the University Interscholastic League.

Procedures set up by the constitution and rules book of the UIL shall govern all practices and treatment of officials. Coaches, principals and superintendents are charged with this responsibility.

4. It should be remembered that slow motion study of controversial decisions by officials is far different from on the spot decisions made during the game. To demonstrate critical plays to sportswriters, sportscasters, quarterback clubs and the public, which may lead to officials being labeled incompetent, must be considered unethical conduct.

## **ARTICLE VI PUBLIC RELATIONS**

1. The responsibility of coaches to accredited writers and radio and television commentators is to provide them news about their team and players. The press should be treated with courtesy, honesty and respect. Coaches, always, while talking to the media, should refrain from making any derogatory, disparaging, or critical remarks, statements, or observations about a fellow coach. Misleading statements should be answered honestly or not at all. If good judgment indicates that an honest answer to a question would be detrimental to the best interests of the game, good ethics demands that it not be answered, and in such cases "no comment" is entirely justifiable. Coaches should stress the importance of ethical procedures in teaching their players how to conduct themselves on and off the field and on out-of-town trips.

2. It should be questionable practice for coaches to stress players injuries, disciplinary measures, academic difficulties or eligibility problems to the press, radio and television. Disciplinary problems should be a "family affair" solved between the coach and players involved. Eligibility is a matter for the principal. Injuries are essentially for the team physician or family doctor. No good purpose can be served by emphasizing these matters.
3. Booster Club Organizations. Such organizations can be of value to the school and the coach if they have the proper objectives. It shall be unethical for the coaches to use such groups to attempt to defeat or obstruct administrative or school athletic controls or to encourage violation of established rules and regulations in order to strengthen any part of the athletic program. It shall, likewise, be unethical for coaches to make demands, financial or otherwise, upon controls. Any other form of misuse of such strength and power is in violation of accepted rules and regulations.

## **ARTICLE VII DRUGS**

It is a serious breach of the Code of Ethics of the Texas High School Coaches Association for any coach to condone, encourage or tolerate the use of illegal performance enhancing drugs by any student athlete. It is the responsibility, the moral obligation and the duty of all coaches to constantly warn, inform and educate students of the damaging effects of anabolic steroids.

## **ARTICLE VIII SCOUTING**

1. It is unethical, under any circumstances, to scout any team, by any means, except in regularly scheduled games. Interschool scrimmages can be scouted by consent of both head coaches of teams involved. The head coach shall be held responsible for all scouting. This includes the use of any type of recording devices. (3/15)
2. It is unethical conduct to violate district rules on the exchange of video.

## **ARTICLE IX MANAGEMENT OF FELONY CRIME**

It will be considered a breach of the Code of Ethics to willingly allow a student/athlete who is charged with and under indictment for a felony crime to participate in an athletic contest. This action should not be considered a presumption of guilt, but rather it affords the accused athlete the time and opportunity to clear his name. The student/athlete may be allowed to remain on his athletic team as a suspended member but should not be allowed to represent his school or community in an athletic contest while under this suspension.

**ARTICLE X**  
**FOOD SUPPLEMENTS, DRUGS & MEDICATIONS**

(12/98) (12/06) The position of the THSCA in order to minimize health and safety risks to student athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes.





AN EARLY COLLEGE DISTRICT

**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT

**Six Schools... One Family**



**BISD Athletic Department**

## **V. UIL General Information**

# UIL Coaching Requirements

---

## **UIL Coach Education and Training**

All high school coaches must be full-time employees of the school district. EXCEPTION: A retired teacher/administrator who has 20 or more years of experience may serve as an assistant coach in all athletics and as a head coach for golf, tennis, team tennis, cross country, track and field, and swimming. (This rule shall not affect the status of a coach on a leave of absence attending college.) Also, student teachers, while they are assigned to a participant school to fulfill their student teaching requirements, may volunteer to serve as an assistant coach in all athletics. Schools shall not pay student teachers for assisting athletic coaches.

## **Texas Education Code Requirements (State)**

- **TEC Chapter 33.086 - Certification - CPR and First Aid Training**
  - Athletic coaches, athletic trainers, cheerleading sponsors and other head directors of UIL extra-curricular activities must have a current certification filed with the district.
- **TEC Chapter 22.902 - Certification - AED Training**
  - Athletic coaches and sponsors, school nurses, PE teachers, marching band directors, and students that serve as an athletic trainer must have a current certification filed with the district.
- **TEC Chapter 33.202 - Annual Requirement – Safety Training**
  - Training provided by UIL within the Coaches Certification Program (CCP).
  - Athletic coaches must complete prior to contact with students.
- **TEC Chapter 38.158 - Annual Requirement - Concussion Training (2 hours every 2 years)**
  - Athletic coaches, athletic trainers and potential members of the Concussion Oversight Team must complete the training annually.

## **Coaches Certification Program (CCP)**

The CCP consists of both UIL and state law requirements and requires a coach to complete the prescribed components on a yearly basis, prior to their sport season. Completion of the CCP will recognize coaches as UIL certified coaches.

### **Required CCP Modules:**

- 1) Constitution & Contest Rules
- 2) Ethics
- 3) UIL Steroid Education
- 4) Safety Training (state law)
- 5) Concussion Training (state law)
- 6) Sport Specific Training – each sport has a sport specific CCP module
- 7) **Football coaches only – Best Practices in Tackling** certification that will be required for all football coaches once every two years. Training can happen at 2018 (and subsequent years) THSCA coaching school or online beginning April 1, 2019. All football coaches are required to have this certification completed by August of 2019.
- 8) **First Year Coaches Only - Fundamentals of Coaching in Texas** – required for first year coaches (or JH volunteers) or coaches in their first year to coach in the state of Texas.
- 9) **Cheerleading Coach/Sponsor only - Safety/Risk Minimization for Cheerleading Course**



## **COACHES CERTIFICATION PROGRAM**

### ***UIL Required Training***

- **UIL Professional Acknowledgement Form**– On file with the district (C&CR 1202(j))
- **Coaches Certification Program (CCP)**– online training (C&CR 1208(i))
  - 1) Constitution & Contest Rules
  - 2) Ethics
  - 3) UIL Steroid Education
  - 4) Safety Training (state law)
  - 5) Concussion Training (state law)
  - 6) Sport Specific Training - each sport has a separate module
  - 7) **Football Coaches ONLY** - Best Practices in Tackling certification
  - 8) **First Year Coaches ONLY** - Fundamentals of Coaching in Texas available on UIL Portal (C&CR 1202 (L))



AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT

**Six Schools... One Family**



**BISD Athletic Department**

## **VI. Forms**



BISD Athletic Department

## Department of Athletics

### High School Request for Coaching Assignment

Revised Form: July 10, 2018  
Questions on completing should be directed to the Athletics Business Office

Date  COMPLETE IN ALL CAPS

Campus

Org#

Request to: Select one

☐ Add New Coach

Check to add a new coach to a vacant coaching assignment  
Complete Section A

☐ Remove Coach

Check to remove a coach and leave the position vacant  
Complete Section A

☐ Modify Existing Coach

Check to modify a coach from their original assignment  
Ex. Changing assignment only  
Complete Section A & B

☐ Replace Existing Coach with New Coach

Check to remove an existing coach and replace with a new or existing coach. One form per coaching assignment.  
Complete Section A & C

*Any Coach Adds beyond formula must provide game schedule for approval*

#### SECTION A

Effective Date:  Effective Date cannot be before Report to Work date. This date is the first coaching day.

First Name:

Last Name:

Employee ID

☐ Professional- Certified Teacher

☐ One Sport

☐ Multiple Sport

Employee must have Active status

*I verify that the coach recommended for assignment has completed the following requirements. Verify by Checking Completed Requirements:*

☐ UIL Rules Compliance Program

☐ First Aid/CPR/AED Certification

☐ Concussion Certification

☐ UIL New Coaches' Course (New Coaches Only)

Primary Assignment

Participation #

ATH Initial

Secondary Assignment

Participation #

Additional Assignment

Participation #

*If Removing Coach, these are the assignment(s) which will be removed and position will be Vacant.*

#### SECTION B

*Assignment(s) no longer coaching. Since modifying, assignment(s) should be different from those in Section A.*

Remove from Assignment

Effective End Date

Remove from Assignment

Effective End Date

#### SECTION C - REPLACED COACH INFORMATION

*Assignment(s) no longer coaching. Since replacing, assignment(s) should match Section A assignments*

First Name

Last Name

Employee ID

Remove from Assignment

Effective End Date

Remove from Assignment

Effective End Date

Principal's Approval

Print Form

Form must be approved by Principal and Athletic Coordinator before submitting.  
If electronic signature is not working, print to obtain signatures. Scan completed document to egibson@bisd.us

Submit by E-mail

Completed by Department of Athletics

Received On

Approved on

Submitted to Compensation/Payroll

Notes





# Department of Athletics Middle School Request for Coaching Assignment

Revised Form: July 10, 2018  
Questions on completing should be  
directed to the Athletics Business Office

Date

COMPLETE IN ALL CAPS

Campus

Org#

Request to: Select one

☐ Add New Coach  
Check to add a new  
coach to a vacant  
coaching assignment  
Complete Section A

☐ Remove Coach  
Check to remove a  
coach and leave the  
position vacant  
Complete Section A

☐ Modify Existing Coach  
Check to modify a coach  
from their original  
assignment  
Ex. Changing assignment only  
Complete Section A & B

☐ Replace Existing Coach with New Coach  
Check to remove an existing coach and replace  
with a new or existing coach. One form per  
coaching assignment.  
Complete Section A & C

*Any Coach Adds beyond formula must provide game schedule for approval*

## SECTION A

Effective Date:

Effective Date cannot be before Report to Work date. This date is the first coaching day.

First Name:

Last Name:

Employee ID

☐ Professional- Certified Teacher

☐ One Sport

☐ Multiple Sport

Employee must have Active status

*Verify that the coach recommended for assignment has completed the following requirements: Verify by Checking Completed Requirements:*

☐ UIL Rules Compliance Program ☐ First Aid/CPR/AED Certification ☐ Concussion Certification ☐ UIL New Coaches' Course (New Coaches Only)

Primary Assignment

Participation #

ATH Initial

Secondary Assignment

Participation #

Additional Assignment

Participation #

*If Removing Coach, these are the assignment(s) which will be removed and position will be Vacant.*

## SECTION B

*Assignment(s) no longer coaching. Since modifying, assignment(s) should be different from those in Section A.*

Remove from Assignment

Effective End Date

Remove from Assignment

Effective End Date

## SECTION C - REPLACED COACH INFORMATION

*Assignment(s) no longer coaching. Since replacing, assignment(s) should match Section A assignments*

First Name

Last Name

Employee ID

Remove from Assignment

Effective End Date

Remove from Assignment

Effective End Date

Principal's Approval

Print Form

Form must be approved by Principal and Athletic Coordinator before submitting.  
If electronic signature is not working, print to obtain signatures. Scan  
completed document to [egibson@bisd.us](mailto:egibson@bisd.us)

Submit by E-mail

Completed by Department of Athletics

Received On

Approved on

Submitted to Compensation/Payroll

Notes



# Concussion Management Protocol Return to Play Form

*This form must be completed and submitted to the athletic trainer or other person (who is not a coach) responsible for compliance with the Return to Play protocol established by the school district Concussion Oversight Team, as determined by the superintendent or their designee (see Section 38.157 (c) of the Texas Education Code).*

\_\_\_\_\_  
*Student Name (Please Print)*

\_\_\_\_\_  
*School Name (Please Print)*

## Designated school district official verifies:

*Please Check*

☐

The student has been evaluated by a treating physician selected by the student, their parent or other person with legal authority to make medical decisions for the student.

☐

The student has completed the Return to Play protocol established by the school district Concussion Oversight Team.

☐

The school has received a written statement from the treating physician indicating, that in the physician's professional judgment, it is safe for the student to return to play.

\_\_\_\_\_  
*School Individual Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School Individual Name (Please Print)*

## Parent, or other person with legal authority to make medical decisions for the student signs and certifies that he/she:

*Please Check*

☐

Has been informed concerning and consents to the student participating in returning to play in accordance with the return to play protocol established by the Concussion Oversight Team.

☐

Understands the risks associated with the student returning to play and will comply with any ongoing requirements in the return to play protocol.

☐

Consents to the disclosure to appropriate persons, consistent with the Health Insurance Portability and Accountability Act of 1996 (Pub. L. No. 104-191), of the treating physician's written statement under Subdivision (3) and, if any, the return to play recommendations of the treating physician.

☐

Understands the immunity provisions under Section 38.159 of the Texas Education Code.

\_\_\_\_\_  
*Parent/Responsible Decision-Maker Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Responsible Decision-Maker Name (Please Print)*





AN EARLY COLLEGE DISTRICT

**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT

**Six Schools... One Family**



**BISD Athletic Department**

## **VII. Athletic Policy**



Brownsville Independent School District  
Athletic Department  
BISD Student Meal Recommendations  
2023-24



Dr. Rene Gutierrez  
Superintendent of Schools

Gilbert D Leal  
Athletic Administrator

*"Education and Leadership Through Athletics"*

### **Brownsville I.S.D. Athletic Meal Procedures 2023-24**

Our Brownsville I.S.D. Athletic Department will be making the following recommendations for the 2023/2024 school year. Our district approved maximum meal amount limits for the following school year. The following guidelines must be used in order for our campus sports to have sufficient funds for the entirety of their respective sports. Each head coach of every sport is financially responsible for being good stewards of their meal accounts and remain within the budget. The following are the guidelines that must be adhered to:

1. Meals for athletes and coaches may be purchased for any contest 'outside' Brownsville I.S.D. at a maximum of \$10.00 per meal.
2. No meals are allowed for contests within the Brownsville I.S.D. school district, unless the total time of the contest exceeds five hours. Then one meal is allowed for both athletes and coaches.
3. If a contest last longer than ten total hours, then two meals may be purchased from the athletic account.
4. If a varsity team chooses to participate in an athletic event outside of the Rio Grande Valley during the season (non-playoffs), then the team is responsible for expenses for the trip including, transportation, hotel, and meals for the team. If the Brownsville I.S.D. Athletic meal accounts is used, then the coach must include the expense within their budget for the season.
5. Teams need to control excessive numbers of meals for non-participants. "Recommended" maximums per sport per meal will be in place. If a team chooses to travel with more than the maximum amount for a contest, the campus (team) will be financially responsible for the additional meals within the total allotted budget. (Receipts that are submitted to the Athletic office must not exceed the maximum "recommended" limit)
6. Meal receipts need to be submitted with 7 days of the contest in order to process payment for the vendor.
7. A meal summary sheet will need to be submitted at the conclusion of the sport to the Athletic Coordinator and Athletic office immediately after the season.

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, sexo, religion, edad, incapacidad o información genética en el empleo o la disposición de servicios, programas o actividades.



Brownsville Independent School District  
Athletic Department  
BISD Student Meal Recommendations  
2023-24



Dr. Rene Gutierrez  
Superintendent of Schools

Gilbert D Leal  
Athletic Administrator

*"Education and Leadership Through Athletics"*

8. Each meal purchased must have a corresponding name on the roster that is equal to the total.

**Meal Limits per Contest**

The following are the maximum "recommended" limits allowed per contest per team. Any meal amounts exceeding the respective sport are the responsibility of the campus sport. If a campus competes in a contest with two different teams, then each team is allowed the maximum "recommended" limit.

	Varsity	Junior Varsity	9 <sup>th</sup> Grade	Middle School
Football	100	65	50	
Volleyball	20	15	15	30
Cross Country	15	15	15	25
Basketball	20	15	15	15
Soccer	25	25	25	20
Tennis	20	20	20	15
Golf	30	10	10	10
Swimming	20	20	20	
Track	30	30	30	20
Baseball	25	25	25	20
Softball	25	25	25	20
Powerlifting	30	30		
Wrestling	20	20		

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, sexo, religion, edad, incapacidad o información genética en el empleo o la disposición de servicios, programas o actividades.



Brownsville Independent School District  
Athletic Department  
BISD Student Meal Recommendations  
2023-24



Dr. Rene Gutierrez  
Superintendent of Schools

Gilbert D Leal  
Athletic Administrator

*"Education and Leadership Through Athletics"*

---

### **Frequently Asked Questions**

1. Do the coaches and bus driver count towards the count per team per event? YES
2. If a vendor charges for delivery, will that be an additional allowance towards the total amount? NO, must be covered within the total allotment.
3. If a campus has multiple 9<sup>th</sup> grade or JV teams, for example, JV Dark and JV Light, does the total allotment double per meal? YES, 20 for Dark and 20 for the Light teams
4. Does \$10.00 per meal have to be used every meal? NO, coaches should look at the season in entirety, and budget accordingly.
5. Can a varsity team use the meal account for contest "outside the RGV"? Yes, but the total budget for the entire year must be considered. Each coach needs to plan for the entire year, not including playoffs.



Brownsville Independent School District  
Athletic Department  
Athletic Coordinator Meeting  
Thursday, July 27, 2023



Dr. Rene Gutierrez  
Superintendent of Schools

Gilbert D Leal  
Athletic Administrator

*"Education and Leadership Through Athletics"*

---

**Subject: Memo - Fiscal Responsibility for Meal Budgets**

Dear Brownsville I.S.D. Coaches,

We hope this message finds you well and excited for the upcoming school year. As we prepare for another season of teamwork and excellence, we would like to draw your attention to the importance of being fiscally responsible when managing your meal budgets. This memo outlines some guidelines to ensure that our funds are used efficiently and effectively.

**Budget Allocation:** Each coach will be provided with a specific budget for team meals. It is crucial to adhere to this budget and avoid overspending to maintain a balanced financial position for the sports program.

**Meal Planning:** Plan your team meals in advance and create a menu that not only nourishes the athletes but also fits within the allocated budget. Consider economical options without compromising on nutritional value.

**Bulk Purchases:** Whenever feasible, consider buying food items in bulk. This can help you take advantage of discounts and reduce overall expenses.

**Comparing Prices:** Before making any purchases, compare prices from different vendors or stores. Opt for cost-effective options without compromising on quality.

**Minimize Waste:** Encourage athletes to take only what they need during team meals. Minimizing food waste will not only save money but also align with our commitment to sustainability.

**Receipts and Documentation:** Keep all receipts and documentation related to meal expenses. This practice is essential for transparency and accountability in our financial processes.

**Seek Sponsorships:** If possible, explore opportunities for sponsorships or partnerships with local businesses that could provide support for team meals.

**Coach Meetings:** Periodically, we will hold meetings to discuss meal budget management and address any concerns or suggestions. Your active participation and feedback are highly encouraged.

Remember that by being fiscally responsible, we can continue to provide our student-athletes with the best possible experiences while promoting a sustainable sports program. If you have any questions or need further assistance, please feel free to reach out to the Athletic Director or the finance team.

Thank you for your cooperation and dedication to our athletes' well-being and the success of our sports program.

## Meal Form Procedure

The order of the meal forms

(3 sets need to be done)

1<sup>st</sup> & 2<sup>nd</sup> set need to be turned in to Jessica Reyna at the Sam's Stadium

\*Please wait to review submission for accuracy, when you drop off the meal forms.

3<sup>rd</sup> copy the coach needs to keep on file at their campus.

### 1<sup>st</sup> Set-GOES TO FIANACE DEPT (STAPLED TOGETHER)

Meal form

Team Schedule

Original Receipt and Invoice

Roster of students- Needs to be numbered (Double check if those names of the kids that you are submitting are the actual kids getting a meal) Be specific and all the coaches names and the bus driver if he got a meal. All meals need to be accounted for.

### 2<sup>nd</sup> Set-STAYS FOR DEPT FILES (STAPLE TOGETHER)

Meal form

Team Schedule

Copy of Receipt and invoice

Roster of students -Needs to be numbered

### PUT THESE TWO SETS TOGETHER WITH A PAPER CLIP

Meal form needs to be typed in and completely filled out.

1.PO # Needs to be the correct meal PO # and it can't be blank

2.Campus Name

3.Sport section needs to specify if it is Boys Basketball don't just put Basketball also indicate if it is JV/Freshman or Varsity

4.Game-PORTER @\_\_\_\_\_

5.Date-Exact date of game

6. Restaurant -Mr. Gattis (Add location example: Weslaco) be specific

7.Number of Meals -Total # of students/coaches /bus driver that got meals. The student roster needs to be numbered and have exact names on that list that got a meal.

8.Dollar Amount -The total amount here needs to be the exact amount that comes from the receipt. Remember that it is \$10.00 per meal maximum. If you go over that amount you need to send at that time enclosed with the meal form a check or money order made out to that restaurant. On that check or money order you need to fill it out and sign it, that amount should cover the difference of the meals the team went over. Even if you go over by cents 0.01 you need to cover that amount.

9. Coaches Total that got a meal QTY

10.Students Total that got a meal QTY

11.Bus Driver that got a meal QTY

12. Reminder check list provided (Please go over it before you bring in the forms to the stadium)



13. NOTES -You need to indicate there the # of the money order or check and total amount on there.

\*Also, if they charged you taxes on the receipt, that amount needs to come out of your club account.

\*Delivery fee charge is paid by our dept if it doesn't go over the \$10.00 per meal. If it goes over the \$10.00 per meal than it has to come from your club account.

Also, meal forms need to be turned in on a weekly basis to my office, payments need to be processed in a timely matter. As soon as the season starts, start compiling the end of year summary report, that will be due 1 week after season ends.

JGR 7/27/23





**Brownsville Independent School District  
Athletic Department**  
#1 Blvd. of Champions, Brownsville Texas 78520  
956)548-8261 – 956)714-6032 (fax)  
[gbleal@bisd.us](mailto:gbleal@bisd.us) – [spowers@bisd.us](mailto:spowers@bisd.us)



Gilbert D. Leal, Athletic Administrator  
Sandra A. Powers, CAA  
Assistant Athletic Administrator

Dr. Rene Gutierrez  
Superintendent of Schools

**Athletic Staff**

**Kenneth F. Robertson**  
Athletic Forman  
[kfrobertson@bisd.us](mailto:kfrobertson@bisd.us)

**Jo Anna Salazar**  
Administrator Secretary  
[jsalazar1@bisd.us](mailto:jsalazar1@bisd.us)

**Sherry R Longoria**  
Secretary  
Purchase Orders/Accounts  
[srlong@bisd.us](mailto:srlong@bisd.us)

**Jessica Granado Reyna**  
Secretary  
Meals/Entry Fees  
[jreyna@bisd.us](mailto:jreyna@bisd.us)

Campus:

Sport:

Game:

Date of Game:

Restaurant:

Number of Meals Purchased:

Amount of Money per Meal:

Dollar Amount Total:

Coaches Total:

Students Total:

Bus Driver Total:

Name of person completing this form:

Notes:

Reminder to include

- \*Meal Form
- \*Team Schedule
- \*Receipt
- \*Roster

Revised/JGR 7/31/23

## **Brownsville ISD Lighting Guidelines**

While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed. Prevention and education are the keys to lightning safety. The athletic trainer, head coach and/or administrator using one of the three following methods will monitor conditions.

- **Weather Bug** – this is an internet based weather reporting system that utilizes GPS to record active lightning strikes.

1. When a suspicious cloud/storm approaches, the athletic trainer/head coach, assistant coach or administrator will monitor Weather Bug.
2. Once the cloud/storm reaches the 8 mile range, the field should be evacuated.

- **SkyScan** – This is a detection device that estimates the distance of lightning.

1. When a suspicious cloud/storm approaches, the athletic trainer/head coach, assistant coach or administrator will activate and monitor SkyScan.
2. Monitor lightning by checking the read out periodically. Lighting detected in the 20-40 mile range moving into the 8-20 mile indicates the cloud is moving closer to your location.
3. Once the cloud/storm reaches 3-8 mile range, the field should be evacuated.

- **“Flash to Bang” Method** – This method estimates the distance of lightning. Upon seeing the flash or lightning, start counting the seconds until thunder is heard. Divide the time in seconds by five to measure distance.

1. When suspicious cloud/storm approaches, the athletic trainer/head coach, assistant coach or administrator shall monitor the approaching storm using the flash bang method.
2. Once the flash bang count reaches 30 seconds or less, the field should be evacuated.

## **Evacuation Procedures**

The students should be evacuated to a safer shelter. Staying away from tall or individual trees, lone objects (light or flag poles), metal objects, and open fields. Examples of safe shelter are a bus, dressing room, or other building. A dug out or awning are not considered safe shelter. Administrators should evacuate spectators from the stadium.

## **Resume Practice and Competition**

Once a game or practice has been suspended the storm should continue to be monitored. No contest or practice should be resumed until

1. The lighting has moved out of the ten mile radius on the Weather Sentry System.
2. No lighting strike has been detected within 3-8 mile range for 30 consecutive minutes using the SkyScan.
3. No lighting strike has been detected within 6 miles for 30 consecutive minutes using the Flash Bang method.

Although the home team is responsible for each game or match, it should be noted that the athletic trainer, head coach and/or administrator is wholly responsible for the safety and well-being of adults and students in his/her charge. If no policy is in effect at the out of town site, it is recommended that the BISD guidelines be followed.

## **Brownsville ISD 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 temperatures guidelines have been established for Brownsville ISD Athletic department practices and games.

**Cold Weather Caution:** When temperature or wind-chill (which is lower than the actual temperature) is from **40° F – 30°F**.

- No modification of practice, but a warning will be given to coaches and athletes.
- Coaches and athletic trainers emphasizing the importance of following UIL Cold Weather Illness Recommendations.
- Watching those “high risk” athletes

**Cold Weather Warning:** When temperature or win chill is from **30° F – 20° F**, there may be a modified outside participation of 45 minutes.

- Warm-up to be started indoors (stretching, etc.) to not take away from 45 min.
- A practice that keeps individuals moving, try to avoid working up a big sweat in the first 20 minutes, having them be wet, and then sit around watching.
- Wearing a hat that covers the ears, and some sort of gloves to cover the hands are required.
- Keeping a very close eye on those “high risk” athletes
- If available, a cool-down indoors.



Brownsville Independent School District  
Athletic Department  
Weather Heat Recommendations  
Tuesday, August 3, 2021



Dr. Rene Gutierrez  
Superintendent of Schools

Gilbert D Leal  
Athletic Administrator

*"Education and Leadership Through Athletics"*

---

## Wet-Bulb Globe Temperature

Wet-Bulb Globe Temperature is a kind of an apparent temperature - the temperature perceived by humans - used to estimate the effect of **temperature, humidity, wind speed, and sunlight** on humans. Athletes, industrial hygienists and the military use it to prevent heat stroke by following guidelines for physical activity and water intake.

Here are the recommended guidelines be followed:

- If the reading is less than 82 degrees, normal activities are allowed.
- If the reading is between 82.1 and 87, three separate four-minute breaks per hour of activity.
- If the reading is between 87.1 and 90, maximum time for the activity is two hours and there must be four separate four-minute rest breaks per hour of activity. For football, players are restricted to helmet, shoulder pads and shorts during activity.
- If the reading is between 90.1 and 92, the maximum activity time is one hour with five separate four-minute rest breaks. No protective equipment is permitted. No conditioning activities are permitted.
- If the reading is over 92.1, no outdoor activities are permitted.



Brownsville Independent School District  
Athletic Department



Dr. Rene Gutierrez  
Superintendent of Schools

Gilbert D Leal  
Athletic Administrator

*"Education and Leadership Through Athletics"*

*Campus Plan for Handling U.I.L. Violations*

**Beginning of school year all coaches meeting:**

- Review U.I.L. C&CR
- Review TEA & U.I.L. Side by Side
- Online process review & take test for CCP (Coaches Certification Program)
- Coaches download : U.I.L. Sport Manuals from U.I.L. website (Head Coaches)

**Violation Report Procedure:**

Upon receiving notice of a possible U.I.L. infraction:

1. Communicate with immediate supervisors the allegation of possible infraction (Campus Principal, Campus Athletic Coordinator, and Athletic Administrator) within 24 hours of the reported allegation.
2. Communicate with the D.E.C. of possible U.I.L. violation and our intent to investigate alleged violation.
3. Investigate the alleged infractions: interview coach, interview assistant coaches, interview plays if needed, review videos if available, and interview any other parties involved.
4. Ascertain if an infraction did occur. If infraction did occur then:
  - a. Ascertain if infraction was by omission
  - b. Or if infraction was intentionally committed
5. If violation did occur, take immediate steps to correct the violation. Review the U.I.L's C&CR for type of infraction and possible penalties.
6. Self-assess sanctions as necessary. Make sure they are in line with U.I.L's C&CR and local policy.
7. Report findings to immediate supervisors and submit report to DEC with our course of action taken.

**Note:**

*Sub Chapter F – Section 55: REPORT OF VIOLATION*

A superintendent, principal, school administrator, teacher, coach or sponsor may report an alleged violation of the Constitution and Contest Rules by his or her school or school district. The report must be in writing and filled with the District Executive Committee or the State Executive Committee, whichever is appropriate, within a reasonable time. The committee shall determine on a case-by-case basis "what is a reasonable period of time," however, there is no time limit to protest eligibility or any other rule which imposes mandatory penalties.

## 2023 Sideline Protocol

### Coaches Sideline and Game Responsibilities:

The responsibility to diffuse anything that might create a problem during a game where an athlete is involved in a fight/altercation on the field or on the sideline will be the \_\_\_\_\_ football staff. The staff will stay alert at all times and pay constant attention to our student/athletes both in the game and on the sidelines.

Special attention to encourage positive sportsmanship and any negative student/athletes body language and behavior towards the opposing team. The staff will emphasize to our players to put the team ahead of themselves to not cause a major penalty or create momentum for the other team.

In case of any altercation, all sideline coaches are instructed to keep the players on the sideline. We are to let the officials take care of the organization and administration of the game and possible fighting issues. If the altercation escalates to several players, then the following will take place:

**Coach** and **Coach** are the coaches assigned to the athletes on the field and will be the “First Responders” to any adverse situations that may occur. They have been instructed on the process once entering the field.

**Coach** is the “Get Back Coach” and along with all other staff members on the field are responsible for keeping the athletes behind the restraining line. **Coach** is responsible for removing an athlete from the field of play if he gets “Out of Hand” and he will escort an athlete that may be severely injured and taken by an ambulance.

All other Varsity coaches (Coach, Coach, Coach, Coach) and myself (A.C.) are on the sideline and must spread themselves out to cover our sideline and keep any of our athletes from entering the field (players and any other personnel).

During the game, the varsity coaches in the press box are keeping an eye on the sideline reporting any situations involving our athletes. After the game, those same both coordinators Coach and Coach will assist in watching the back of the handshake line, while A.C. and **Coach**, will be in charge of the front of the line. The handshake line has traditionally been a major area of altercations and the coaches will be diligent in watching for any possible problems.

During the game, the trainers will keep an eye on the player and potential problems when they are not providing treatments.

This applies to sub-varsity games as well.







AN EARLY COLLEGE DISTRICT

# BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

## Six Schools... One Family



**BISD Athletic Department**

# VIII. Middle School Plan







Dr. René Gutiérrez  
Superintendent of Schools

**Brownsville Independent School District  
Athletic Department**  
#1 Blvd. of Champions, Brownsville Texas 78520  
956)548-8261 – 956)548-8276 (fax)



Sandra A. Powers, CAA  
Assist. Athletic Director

---

## **Goals for Middle School Athletics-2023-2024**

### **Assistant Athletic Director, Sandra Powers**

#### **Goal 1**

To work collaboratively with campus, parents and athletes to access all activities and programs for accelerated instruction provided by the District, to prepare athletes to be college ready and remain eligible for participation.

#### **Objective 1**

Coaches will work collaboratively with teachers to monitor and evaluate the academic needs of their student-athletes.

#### **Goal 2**

To implement safety measures to ensure the safety and well-being of students, coaches, and fans at venues, fields, tracks and gymnasiums.

#### **Objective 1**

Each campus will update campus emergency action plans for venues, P.E. classes/athletic periods, after school practices and parent pick-up sites to compliance with new Security, Health laws and UIL mandates.

#### **Objective 2**

All coaches will work collaboratively with Athletics department staff to implement athletics department Natural turf- Field Management program.

#### **Goal 3**

To increase the number of participants in each sport.

#### **Objective 1**

Coaches will develop strategies to recruit more students to participate in athletic programs.

#### **Goal 4**

To develop a Vertical alignment partnership with feeder elementary schools and feeder high school coaches.

#### **Objective 1**

Organize and plan camps for feeder elementary schools.

Meet with High school head coaches to discuss vertical alignment goals and activities.

#### **Goal 5**

To provide learning opportunities for student-athletes to learn more about proper nutrition and mental health.

#### **Objective 1**

Coaches will utilize department, campus and BISD educational services and programs to promote positive practices to improve student health and w



AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT

**Six Schools... One Family**



**BISD Athletic Department**

## **VIII. Athletes with Disabilities/ Special Education**

# **B.I.S.D. Athletes with Disabilities**

## **Participation in the General Athletic Program**

### **Coaches Responsibilities:**

- **Coach is responsible for addressing any request for accommodations from an athlete with a disability who joins their team.**
- **Coach is responsible for notifying the campus administration that an ARD (Annual Review & Dismissal) meeting should be scheduled to address accommodations for the athlete with a disability during the school year and summer programs. At this time any special services such as interpreters, modified equipment, and special transportation accommodations should be addressed and documented.**
- **Coach is responsible for reviewing the student athlete's records to comply with IEP (Individual Education Plan) and the (BIP) Behavior Intervention Plan of the athlete.**
- **Coach is responsible for notifying the campus administration when an athlete's injury during an athletic event may require 504n accommodations or special services from the Special Education Department.**

## **Legal Notices**

### **What are the requirements?**

#### **Section 504 of The Rehabilitation Act of 1073**

**Requires non-discrimination by any entity that receives federal financial assistance. Sections 504's regulations include one section devoted specifically to our topic. It is 34 CFR 104.37:**

#### **(a) General**

- 1. A recipient to which this subpart applies shall provide non-academic and extracurricular services and activities in such a manner as is necessary to afford handicapped students an equal opportunity for participation in such services and activities.**
- 2. Nonacademic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the recipients, referrals to agencies which provide aid to handicapped**

**persons, and employment by the recipient and assistance in making available outside employment.**

**(b) Counseling Services**

- 1. A recipient to which this subpart applies that provides personal, academic, or vocational counseling, guidance, or placement services to its students shall provide these services without discrimination on the basis of handicap. The recipient shall ensure that qualified handicapped students are not counseled toward more restrictive career objectives than are non-handicapped students with similar interest and abilities.**

**(c) Physical Education and Athletics**

**(d)**

- 1. In providing physical education courses and athletics and similar aid, benefits, or services to any of its students, a recipient to which this subpart applies may not discriminate on the basis of handicap. A recipient that offers physical education courses or that operates or sponsors interscholastic, club or intramural athletics shall provide to qualified handicapped students an equal opportunity for participation.**
- 2. A recipient may offer to handicapped student's physical education and athletic activities that are separate or different from those offered to non-handicapped students only if separation or differentiation is consistent with the requirements of Section 104.34 and only if no qualified handicapped student is denied the opportunity to compete for teams or to participate in courses that are not separate or different.**

**Regulations adopted pursuant to IDEA 2004 (the most recent version of our special education law) also includes a section on this topic, at 34CFR 300.107 address non-academic and extracurricular activities as follows:**

- (a) Each public agency (i.e. school districts) must take steps, *including the provision of supplementary aides and services determined appropriate and necessary by the child's IEP team*, to provide.**
- (b) Nonacademic and extracurricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the public agency, referrals to agencies aid individuals with disabilities, and employment of students, including both employment by the public agency and assistance in making outside employment available.**

## **What is particularly important about that regulation?**

**It brings the ARDC into the equation. This is new. Notice that it calls for the IEP team (ARDC in Texas) to make the decision about what “supplementary aids and services” are needed for the student to have an equal opportunity.**

**The new definition expands that: “aids, services, and other supports that are provided in regular education classes, other education related settings and in extracurricular and non-academic settings.”**

**Thus, we now have a situation where the ARDC considers the use of supplementary aids and services to enable the student to participate in the regular education setting, and in sports, music, and other activities.**

## **How should ARDC’s approach this?**

**Carefully. How the IEP is written can turn out to be very important. The document should draw a clear distinction between those activities that are necessary for the provision of FAPE bs those that the student wished to participate in.**

# **Brownsville Independent School District**

## **Local Special Olympic Program**

### **Background**

#### **The Special Olympics Texas Mission**

**The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic type sports for persons eight years of age and older with mental retardation, giving continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in sharing gifts, skills and friendship with their families, other Special Olympic athletes and the community.**

#### **Special Olympics State of Philosophy**

**Special Olympics is founded on the belief that people with intellectually disabilities can, with proper instruction and encouragement, learn, enjoy and benefit from participation in individual and team sports adapted as necessary to meet the needs of those with special mental and physical limitations.**

### **Introduction**

**The Brownsville I.S.D. Special Olympics program was established over twenty years ago. Volunteers and community members along with B.I.S.D. teachers came together to offer a Special Olympics Track Meet for our disabled children.**

**Today, we offer Track & Field and Bowling for our Secondary Athletes. We have over 250 athletes competing and employ middle/high school coaches. The Secondary Adapted PE teachers or other Campus Staff Member coach and prepare the athletes for competition. Each school has their own team and all athletes are uniformed in their school colors. However, the State Office recognizes our program as the Brownsville I.S.D. 01 Delegation. Each year Brownsville hosts an area track meet.**

Draft- July 18, 2023

Brownsville Independent School District

Development of Unified Interscholastic Sports- Basketball and Track & Field

Submitted by:

Sandra A. Powers, Assistant Athletic Director

## **RATIONAL**

### **Department of Education Guidance**

On January 24, 2013, the Office for Civil Rights issued a Dear Colleague Letter clarifying the obligation of schools under the Rehabilitation Act of 1973 (Rehab Act) to provide extracurricular athletic opportunities for students with disabilities. The guidance requires that students with disabilities be provided equivalent opportunities for physical activity and sports.

Senate Bill (SB)776, (This ACT may be cited as Zariah's Law- BISD student) was passed and took effect on September 1, 2021, which facilitated the creation of an adaptive sports program by the University Interscholastic League (UIL), providing students with disabilities greater access to team sports. These student -athletes and their partners, will be subject to the same rules and requirements as students who participate in other athletic programs offered by the UIL including: (A) grade and disciplinary requirements, (B) requirements related to student safety in athletic activities under this chapter and Chapter 38; and (2) Team sports provided through the inclusive sports program to be organized similarly to other athletic programs offered by the league, including with the respect to team practices, seasonal play, and local and statewide competitions for high schools.

### **University Interscholastic League**

The goal of incorporating Unified Sports & Activities programs in UIL and Unified Champion Schools (USC) is a joint effort between UIL and Special Olympics Texas (SOTX) to recognize and offer opportunities for students with and without disabilities to compete in UIL sanctioned competitions and activities. Special Olympics Unified Sports & Activities combine approximately equal numbers of Special Olympic athletes (individuals with intellectual disabilities) and partners ( individuals without intellectual disabilities) as teammates on teams for training and competition.

Unified Sports & Activities programs shall be administered by each participating member school (Unified Champion Schools), and follow the requirements per UIL bylaws for eligibility, rules and program administration.

## **INTRODUCTION**

The BISD was the first school district in State back in 2000, to transition their Volunteer Coach based Special Olympics program to an alternative athletic program for students with disabilities who were coached by paid certified coaches, for those students with multiple disabilities to participate in track and

bowling competitions at the local, area and state level. Special Olympic teams did not have to fundraise for implementations of their programs, as they were afforded a budget for their expenditures as the general athletic programs. Special Olympic athletes advanced to Area and State Games, and earn letterman jackets and participate in athletic banquets each year. Many athletes with disabilities each year compete in the general athletic programs. For years the BISD also had many hearing-impaired athletes participate in football, swimming and various sports each year, as certified and qualified personnel was provided to those students at practices and games each week. The school district is committed to the development of the new UIL- Unified sports to provide all students with and without disabilities a fun and safe opportunity to participate in competitions, as students are coached by certified coaches. The campus athletic coordinator and principal will hire the qualified staff to coach their Unified Interscholastic sport teams and ensure that practice time and use of facilities are equally made available to unified teams. The school and home town community will be encouraged to attend activities. The development of these sports programs follows as close as possible the organization of the general athletics program. To the extent possible, the scheduling of events in basketball and track will follow the timelines set fourth by the UIL for basketball and track.

Brownsville Independent School District Athletic department has established “A Heart of a Champion” district-wide committee to collaborate in the development and implementation of the BISD UIL Unified Interscholastic track and field and Basketball.

Liza Martinez, Special ed diagnostician

Damian Vela, Hanna Defensive Coordinator

Blanca Lambarri, Hanna Principal

Martha Medina, Oliveira principal

Rolando Gomez, Oliveira athletic coordinator

Brain Median, Besterio, athletic coordinator

Adriana Lippa, Special Services Administrator

Sammy Poy, Special Olympics head coach

Maria Santillana, Adapted P.E. lead teacher

Patty Rodriguez, Special Services Supervisor

Eddie Duran, TASO Basketball assigner

Gilbert Leal, Athletic Director

Sandra Powers, BISD Assistant AD



Brownsville Independent School District

Unified Interscholastic

Track and Field and Basketball

Proposed Program Implementation Guidelines

2022- 2023

Submitted by: Assistant Athletic Director, Sandra Powers

The UIL goal of incorporating Unified Sports and Activities programs in UIL and Unified Champion Schools is a joint effort between UIL and Special Olympics Texas to recognize and offer opportunities for students with and without disabilities to compete in UIL sanctioned competitions and activities.

**BISD Goals**

Goal 1 - BISD will pilot at the high school level, Unified Interscholastic basketball and track and field seasons in which the district's high schools will comprise contests schedules while implementing the UIL guidelines for advancement in Unified Interscholastic Area, Regional and State competitions.

Goal 2- BISD will establish many schools as Unified Champion schools with campuses developing a Unified Interscholastic Sports leadership team comprised of general athletics coaches, special education staff and campus administration to administer programs and provide equal opportunities for students to participate in school-based extracurricular activities in a manner consistent with the tryout procedures afforded to other students.

*( A partnership inclusion form must be signed by campus administration and processed by Special Olympics Texas, in order to implement unified sports activities at a campus).*

Goal 3- BISD will pilot this year at the middle school level, a unified track and field modified season, which will be integrated in to the existing infrastructure of the UIL middle school track season.

**Program Implementation**

Budget

- Budgets will be established for both Unified Track and Field and Basketball and the campus coach will be responsible for all finance transactions for their team. The BISD shall adhere to the UIL Section 1204 in the compensation of TASO officials.

Personnel

- Campuses will form a Unified Sports leadership committee who will administer programs and hire one highly qualified coach for each Unified Interscholastic sport.
- Coach must have successfully completed the NFHS course on Unified Sports or the Special Olympics Unified Sports Coaching Course at [learn.specialolympics.org](http://learn.specialolympics.org) before campus submits supplemental duty form to BISD Human Resource department. (Due by 8-31-2022)

#### Participation by Gender- (see UIL Unified Sports manuals for more details)

- Unified Sports teams shall be organized as co-ed teams and consist of a 50% ratio combination of students with and without intellectual disabilities (ID).
- The team ratio will be reviewed to ensure equity in competition
- Basketball roster size shall be no larger than ten (10). Must have 6 athletes (students with ID) and 4 partners (students without ID). Teams will be co-ed with no limitation on the number of Boys or Girls on a team.
- Track and Field roster – A school may participate in Unified Track and Field competitions with a minimum of 2 participants ( 1 Student athlete and 1 Student Partner) entered in up to 2 events as long as it is the same event for both athlete and partner. If a team enters all 6 events at Area, Regional and State competitions, the minimum roster will be 12 (6 Student Athletes and 6 Student Partners) and the maximum roster will be 24 (12 student athletes and 12 Student Partners) not including alternates. Maximum roster including alternates would be 36 (18 Student Athletes and 18 Student Partners). Teams will be co-ed with no limitations on the number of Boys or Girls in an event or on a team, except for the Boys and Girls relays which are gender specific.

#### Definition of Participants in Unified Sports (refer to UIL manual for Unified Interscholastic sport manual)

- Unified Student Athlete: a student who is receiving special education and related services pursuant to an individual education program based on a cognitive, developmental and/or intellectual delay or disability. Must also abide by Unified Sports age and academic requirements.
- Unified Student Partner: a student who is NOT identified by the school as a Unified Student Athlete. Must comply with Section 400: Student Eligibility for all UIL Contest and must adhere to UIL academic requirements and policies.
- Important Note:  
  
A student who participates in a varsity or sub- varsity competition or scrimmage, in a n NON- Unified Sport, is prohibited from competing as a Unified Partner or Athlete in a Unified Sports Tournament series in that same sport for the remainder of the School Year. Student assistants may be utilized by a coach when needed.

#### Completion of Athletic Physical, Consent, Acknowledgement of Risks and Release Form

- All participants in Unified Sports must have appropriate UIL paperwork on file with their campus and SOTX.

### Student Athlete Assessments

- Campus Unified Interscholastic Sports Leadership committee will train coaches and staff on conducting an individual assessment of a Student with a disability who is interested in athletic participation. They will evaluate a student with a disability based on specific nature of his/her disability and the specific accommodations the individual needs to participate in the athletic program.

Note: An accommodation is considered reasonable where it does not:

1. Alter an essential aspect of the game or,
2. Provide the student with a disability with a competitive advantage.

### Parental Involvement

- Campuses shall meet with the parents of the Student Athletes and Student Partners, to review program guidelines and schedules for practices, and contests prior to the beginning of their season.

### Classification of Divisions

- Class 2-4A, 5A, and 6A will be grouped together. SOTX will provide list of UCS schools for our Area.

**BISD Unified Interscholastic Basketball Season**- pending meeting with campus Unified basketball coaches to finalize schedule and athletic plan. Season Oct 2022- Feb 2023

- A. Goal is to meet with coaches to develop a 12 game schedule which leads up to the UIL Area, Regionals and State Game scheduled dates. Each high school will play their opponent twice. One scrimmage or pilot game may be scheduled with surrounding districts.
- B. Unified Interscholastic Basketball can be added to the regular season High School UIL schedule at participating campuses.
- C. UIL office will update the dates for AREA, Regional and State competitions
- D. State Law & UIL rules must be followed regarding Limits on Practice and Performances.
- E. A 28.5 Intermediate basketball will be used for all games.
- F. Games will be 7-minute quarters
- G. If a tie exists after 4 quarters of play, 1 OT of 4 minutes will be only be played.

### Roster

- A. Roster size shall be no larger than ten(10). Must have 6 athletes (students with ID) and 4 partners(students without ID).
- B. Minimum roster is seven (7) which shall consist of 4 athletes and 3 partners.
- C. Each Unified Team shall consist of three (3) athletes and two (2) partners on the court at all times.

- D. Five (5) players are required to start a game. After a game begins and during the competition, only the following ratios are allowed: 3 athletes and 2 partners, 2 athletes and 2 partners, 2 athletes and 1 partner. Failure to adhere to the required ratio results in a win by default.
- E. All students listed on the line-up must be noted as athlete or partner BUT not referred to as athlete or partner when introduced (it is only for correct ratio during play and not to be distinguished on the court).
- F. The official rules as stated in the current Basketball Rule Book published by the National Federation and so further modified by UIL in these regulations, shall govern. See UIL Basketball Manual.

### **BISD Unified Interscholastic Track & Field – brief overview**

- A. Goal is to meet with Interscholastic coaches to develop a track meet schedule which leads up to the UIL Area, Regionals, and State Games scheduled dates. Season- January-April 2023
- B. Unified Interscholastic Track & Field Events are as follows:
  - 1. 100 meter dash (4 participants/2 Student-Athletes and 2 Student-Partners)
  - 2. 400 meter dash (4 participants/2 Student-Athletes and 2 Student-Partners)
  - 3. 4x100 Relay Boys (1 relay team/4 participants/2 Student-Athletes and 2 Student-Partners)
  - 4. 4x100 Relay Girls (1 relay team/4 participants/2 Student-Athletes and 2 Student-Partners)
  - 5. Shot Put (4 participants/2 Student-Athletes and 2 Student-Partners)
  - 6. Long Jump (4 participants/2 Student-Athletes and 2 Student-Partners)
- C. Unified Interscholastic Track and Field can be added to the regular season High School UIL schedule and integrated in to the existing infrastructure of the UIL high school track season.
- D. A minimum of 2 authorized regular season contests (local competitions hosted at an eligible campus or at stadium) must be played prior to the beginning of the UIL Tournament series (Area, Regionals and State).

See UIL- Unified Interscholastic Track and Field Manual for complete instructions for implementation of Unified Track & Field



AN EARLY COLLEGE DISTRICT

**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT

**Six Schools... One Family**



**BISD Athletic Department**

# X. Travel Procedures



## INTRODUCTION

The purpose of this manual is to establish in-district and out-of-district travel procedures for all employees and students. An approved request for professional leave and purchase order(s) must be in place before any travel takes place. Administrative staffs, principals, program administrators, directors, employees, sponsors and assistant/area superintendent's are responsible for ensuring compliance with these procedures and board policies.

## DEFINITIONS

The following definitions will be used throughout this manual\*:

\*All obligations for travel must be encumbered through an approved purchase order as per board policy CH Local.

**Authorization:** All Requests for Professional Leave must have the appropriate authorizations (signatures) before the forms are submitted to the Finance Department for processing.

**In-District Travel:** Any authorized travel to meetings, in-services, training and/or conferences within the Brownsville Independent School District boundaries. Also includes travel from one duty point to another (drop-off forms, materials etc.)

**Out-of-District Travel:** Any authorized travel to meetings, in-services, training and/or conferences outside the Brownsville Independent School District boundaries.

**Prepayment:** Advance payment with approved purchase order prior to travel (i.e. registration fee or student group travel).

**Receipt:** A written itemized (original) acknowledgment that funds have been received or spent for goods and/or services.

**Reimbursement:** Allowable reimbursable rates/items with approved purchase order prior to travel (i.e. meals, mileage, parking fees, shuttle fare). All employee travel reimbursements will be processed through ACH (direct deposit) using the employee's primary account in the Payroll Department. ***Any returned ACH transactions will be accessed a \$10 per item fee to cover the bank charges.***

**GSA:** Government Services Agency

## Preparations for Travel

***The Travel Quotation Form must be submitted to the Travel Department via fax or e-mail at least 30 days prior to travel date.***

All employee travel requiring lodging, airfare and/or car rental arrangements ***must be*** made through the Travel Department. Administrative staff, Principals and Administrators are responsible for ensuring all employees are in compliance with the following procedures.

### **Preparation of Request for Professional Leave**

A request for Professional Leave form must be submitted to the appropriate Assistant/Area Superintendent for his/her signature at least 21 days before the event along with the conference agenda.

### **Preparation of Purchase Requisition**

A Purchase Order must be issued for registration fees, student travel and reimbursement of meals, mileage and incidental expenses as reflected in the approved professional leave before the travel takes place. Attach the approved professional leave and conference/meeting documentation/agenda to the purchase requisition.

### **Cancellations**

Employees cancelling travel arrangements at their personal request will be held responsible for all expenses incurred by the District through an authorized payroll deduction.

### **Travel Reimbursements**

Employees attending meetings and in-services, training, etc. that does not require overnight stay within the Region 1 boundaries shall not be eligible for reimbursement of lodging or meals with the exception of Laredo, Texas.

## Employee Travel

### ***Board Policy DEE (Local) (See Attachment A)***

### **Prepayments**

Employees are only allowed to request a prepayment (advance payment with an **approved purchase order** (See CH Local) for registration fees if a registration fee is required to be paid in advance/prior to the event, in-service and/or conference.

After returning from the event, in-service and/or conference the prepayment receipt must be turned in to the Finance Department for settlement within fifteen (15) working days. No prepayments will be issued to an employee until previous prepayments are settled.

## **Mileage**

In-district and out-of-district mileage will be reimbursed if submitted **within 15 working days after the end of the month** at \$0.45 per mile. Reimbursement must be in compliance with the travel expense reimbursement timetable (See page 9 of this manual). Employee not following guidelines will forfeit reimbursement. Employees can not materially deviate from the normal travel route.

*\*Please note, travel reimbursements that are less than \$25 will be held over for an additional time until such time as the amount is greater than or equal to \$25. Any reimbursements as of June 30, regardless of the amount, must be submitted within the 15 days to be reimbursed.*

### **In-district mileage reimbursement**

**Note:** Employees claiming in-district mileage reimbursement must have a valid auto insurance policy for their personal vehicle and must attach a copy of the policy to the purchase requisition before incurring any school district business mileage. It is the employee's responsibility to ensure the current policy is on file with the district. Employees driving while on district duties or a school vehicle are not allowed to use cell phone or text while driving. (See Policy DH Local)

Employee is required to prepare and maintain the web mileage log (See Finance Department web site). The web mileage log includes the date, origination, destination and reason of trips. The approval path for the web mileage log is the originator, Principal/Administrator, funding source (if applicable) and secretary.

### **Out-of-District mileage reimbursement**

All out-of-district mileage reimbursement travel requires prior approval by the Principal/Administrator, and the Asst./Area Superintendent through a Web Professional Leave form and a valid purchase order with the attachment of a copy of the auto insurance policy to the purchase requisition before incurring any school district business mileage. The Travel Expense Reimbursement Worksheet must be signed by the employee.

Out of valley travel will be limited to 2 trips per year for professional staff and none for paraprofessional staff regardless of funding source.

**Note:** In order to better determine which mileage reimbursement south of Houston, Galveston, Austin or San Antonio (airfare or car rental) is most economical for the school district to reimburse, the following guidelines will be implemented. Departure time is at noon for Houston, Galveston, Austin or San Antonio therefore, only dinner will be reimbursed for the first day of travel.

- The District reserves the right to determine the most economical means of travel
- For rental car(s), employees will use the following standard to determine the size of vehicle:
  - Four less standard car
  - Five to six district employees use minivan



- Designated driver must be cleared through the Human Resources Dept. prior to Professional Leave approval.
- If a personal vehicle is used in lieu of rental car(s) to travel outside of the Region One area, the district will reimburse at the lower dollar amount between the rental car rate or the mileage reimbursement rate.

District vehicle(s) must stay within the most direct route and should not deviate significantly from the route.

### **Air Travel**

All airfare arrangements for employees will be processed by the Travel Department. Brownsville ISD will be reimbursed by the employee/traveler when trips are canceled based on personal decisions.

**Meal Reimbursements:** The employee will be reimbursed meals at the Per Diem Rates listed on the GSA's website. Use the table for Meals & Incidentals to find the rate that applies to your travel destination. Reimbursements will be for Breakfast, Lunch and Dinner, Incidentals are not included. Reimbursements for the First & Last day of travel will equal 75% of the daily Per Diem. The GSA Standard Rate will apply to all locations not listed on the GSA's website.

**IMPORTANT**—Meals will not be reimbursed if meals are provided by the conference and/or Hotel.

### **Meals – Federal Funds Only (Overnight travel)**

Requirements for meal reimbursement using Federal Funds only are as follows:

- A purchase order is required for all meals prior to travel.
- All meals will need a detailed receipt per meal.
- Only original receipts will be allowed, NO ALTERATIONS.
- **If there is an alcoholic beverage on a receipt, the whole receipt is disallowed.**
- The tip will be reimbursed only if it is automatically added to receipt.
- If multiple individuals are charged in a single receipt, then a duplicate of the original receipt with each employee's name may be submitted for reimbursement.

**You are not allowed to purchase groceries to make your own meal.**

### **Meals Per Diem – Local Funds (Only 199 & 165) (Overnight travel)**

Requirements for meal reimbursement using Local Funds are as follows:

- A purchase order is required for all meal reimbursements prior to travel.
- **Meal receipts will not be required.**

### **Non Overnight Travel**

Meals for non overnight travel will not be reimbursed with the following exception. Meals for non overnight travel will be reimbursed when attending work-related meetings and events outside Cameron/Hidalgo for more than four hours in duration and returning after regular working hours.

**Meal receipts will be required and cannot exceed \$36.00 daily (regardless of funding source). Approved professional leave is required. Approved purchase order is also required.**

### **Overnight Travel**

All meal reimbursement requests require **prior approval** by the Principal/Administrator and the Asst. /Area Superintendent through the Web Professional Leave form and must be in compliance with the following guidelines:

Employee is required to prepare and submit a Travel Expense Reimbursement Worksheet for all reimbursements. The Travel Expense Reimbursement Worksheet must be signed by the employee and original detailed meal receipts submitted (when using Federal Funds).

See GSA website for rates:

<b>Primary Destination</b>	<b>Breakfast</b> Must leave BISD on or before 6:00 a.m. Must return to BISD after 9:00 a.m.	<b>Lunch</b> Must leave BISD before 11:00 a.m. Must return to BISD after 2:00 p.m.	<b>Dinner</b> Must leave BISD before 4:00 p.m. Must return to BISD after 6:00 p.m.	<b>Incidental Expense</b>
<b>See table</b>				<b>N/A</b>

First & Last Day – see GSA website for rates:

<b>Primary Destination Rate @ 75%</b>	<b>Breakfast</b> Must leave BISD on or before 6:00 a.m. Must return to BISD after 9:00 a.m.	<b>Lunch</b> Must leave BISD before 11:00 a.m. Must return to BISD after 2:00 p.m.	<b>Dinner</b> Must leave BISD before 4:00 p.m. Must return to BISD after 6:00 p.m.	<b>Incidental Expense</b>
<b>See table</b>				<b>N/A</b>

### **Lodging**

All lodging requests require **prior approval** by the Principal/Administrator, and the Asst./Area Superintendent through the Web Professional Leave form and must be in compliance with the following guidelines:

All lodging for out-of-district travel will follow the Federal Rate Schedule through the GSA website (<http://window.state.tx.us>).

Lodging arrangements requests will be made through the Travel Department with a 30 day advance notice. **Any amount that exceeds GSA rate will become the responsibility of the employee through a signed payroll deduction authorization.**

It is the responsibility of the individual traveling to present the Hotel Exemption Form at the time of hotel check-in to avoid getting charged state sales taxes. Individual failing to present the Hotel Exemption Form will assume responsibility for the state sales taxes. Hotel receipts must be turned in to the Travel Department within 3 working days of the return to duty.

**Parking**

The district will pay for self-parking only. If valet parking is submitted, the district will reimburse at the self-parking rate. The only exception will be if the hotel does not have self-parking, reimbursement will take place after confirmation by the Finance Department.

**Other Expenditures**

The following are considered "other expenditures". **Original receipts** (see DEE Local) are required for reimbursement and must be listed as expenses in the Web Professional Leave form.

1. Gasoline expenditures (applies to rental vehicles).
2. Parking fees (hotel, convention center, airport, etc.).
3. Shuttle/taxi fare.
4. 1 Round trip standard luggage check-in fee (over size/over weight limit fees will not be covered by the district).
5. Toll Fees

**Out-Of-State Travel**

Employee out-of-state travel requires the Chief Financial Officer (for verification of funding availability) and Superintendent's prior approval.

Lodging is base in the allowable rates (by State) following the Federal Rate Schedule through the GSA website (<http://window.state.tx.us>).

Meal reimbursement for out-of-state travel will follow the same guidelines as page 7 & 8 of this manual.

**Out-Of-Country Travel**

Employee out-of-country travel requires Chief Financial Officer (for verification of funding availability), Superintendent and Board of Trustee's approval.

**Travel Expense Reimbursement Timetable and Year-End Procedures**

The request for out-of-district reimbursement expense shall be done within 15 working days after returning to the Brownsville Independent School District.

All travel expense must be recorded in the Fiscal Year in which it is incurred; therefore all June travel expense requests for reimbursement must be submitted within 15 working days and must be paid no later than July 31st of each year. Failure to adhere to the above timeline will result in forfeiting reimbursement.

**Grant Funds**

Reimbursement request using grant funds may not exceed the maximum meal rates based on the federal travel regulations and issued by the GSA.

**Documentation**

The employee must submit a travel expense reimbursement worksheet with original itemized receipts attached (reimbursement will not exceed the maximum allowable amount).

## Receipts

A receipt shall be a vendor produced point-of-sale document which shows actual cost of meal.

- Meal receipt must be for the employee listed on the Web Professional Leave form.
- Meal receipt must list the food and beverage purchased.
- Meal receipt must be an original receipt.
- Meal receipt **must not** be for snacks unless submitted as a meal (i.e. candy, cokes, water, chips etc.).

## Frequently Asked Questions

1. What happens if I lose my meal receipt?

You cannot claim a meal reimbursement without the original receipt.

2. What happens if the meal receipt is for several people?

If multiple individuals are charged in a single receipt, then a duplicate of the original receipt with each employee's name may be submitted for reimbursement.

3. What happens if the meal receipt does not list the food and beverage purchased?

You cannot claim a meal reimbursement unless it is determined that the restaurant type could not produce a receipt that would list the food and beverage purchased.

## STUDENT TRAVEL

***IMPORTANT: UIL regulations place some restrictions on use of funds for participants in UIL events. Contact the UIL Coordinator for guidance on the use of funds. Purchase orders must be in place for all student travel expenditures with the event date listed on the description line item.***

### Prepayments

Prepayments will be authorized for travel involving students on District sanctioned activities when large amounts of cash are needed for student meals, lodging, transportation, registration fees, etc. Arrangements for students and sponsors to eat at one facility are highly recommended to ensure all students are fed. Requests for prepayments should arrive at the Finance Department office at least two weeks prior to the event to ensure that check(s) are issued in time for the event.

After returning from the event all prepayment receipts must be returned and settled within fifteen (15) working days. No other prepayments will be issued to an employee/sponsor until previous prepayments are settled.

### Meals Per Diem – WITH NO Overnight Stay

Meals Allowance Rate of eight dollars (\$8.00) will be as follows:

Duration	Meals Allowed
Competition lasting 3 – 4 hrs.	1 meal
Competition lasting 5 hrs but less than 8 hrs.	2 meals
Competition lasting more than 8 hrs.	3 meals

### Meals Per Diem – WITH Overnight Stay

A daily maximum allowance of thirty dollars (\$30.00) will be allowed for each student.

Meals per diem will be prorated as follows:

Meal	Times Eligible for Reimbursement	Amount
Breakfast	Must leave BISD on or before 6:00 a.m. Must return to BISD after 9:00 a.m.	\$6.00
Lunch	Must leave BISD before 11:00 a.m. Must return to BISD after 2:00 p.m.	\$9.00
Dinner	Must leave BISD before 4:00 p.m. Must return to BISD after 6:00 p.m.	\$15.00

The following guidelines will be used when providing a per diem allowance to students for meal expenses:

1. Adherence to the above rates and times
2. The per diem allowance is for the cost of meals, beverages, gratuities etc
3. Students will be issued the appropriate amount for each meal and be required to sign for the amount received. Please refer to **Roster of Students Receiving Meal Money** form (See Attachment B)

Employees will adhere to the same allowance of \$30.00 per day for meals (or prorated if less than a day) when accompanying students on BISD sanctioned events and for the safety of the students, are expected to chaperone them at all times. Prepayments will be authorized when coaches/sponsors are accompanying athletes and/or students to events, whether in-town or out-of town.

Coaches traveling to athletic events, scouting trips, etc., not involving athletes/students shall adhere to the same travel guidelines imposed on all other BISD employees. Please refer to pages 5–10 of the manual for guidelines and reimbursements details.

### Lodging

Prepayment for lodging will be allowed for student travel and must follow the Federal Rate Schedule through the GSA website (<http://window.state.tx.us>). It is recommended that coaches/sponsors have four students of the same gender share a room.

### Transportation

For more details, please refer to Board Policy CNB (Local) (See Attachment C).

### **Air Travel**

Airfare for students and sponsors will be paid at the actual amount as evidenced by a receipt. The most economical airfare must be sought.

### **Privately Owned Vehicles (POV) – Student Travel**

The District **will not** approve the use of private vehicles for student group activities.

### **School Buses**

School buses shall be available for school-sponsored activities that involve students and school employees. Elementary and middle school field trips must be kept within the district. All other trips outside of the District must be approved by the Superintendent, but in no case shall approval be granted for a school bus to travel out of the State of Texas.

School organizations using buses for extracurricular activities and field trips shall reimburse the transportation fund at the prevailing rates.

### **Charter Buses/Leased Vehicles**

For those groups wishing to travel in vehicles other than school buses, the following options are available:

1. Charter buses
2. Lease of a vehicle (vans)
  - 2.1 Independent School Districts can use passenger cars and vans to transport students as long as the vehicles are designed to carry no more than **7 people** (the driver and up to six students).
  - 2.2 Groups choosing this option need to lease the vehicle under the District's name for liability insurance purposes and must notify the District's insurance carrier in advance of the planned use.
  - 2.3 It is also necessary for such groups to purchase the collision insurance offered by the lessor.
  - 2.4 A list of students must accompany the request for approval to rent/lease a van. This list must also be forwarded to the BISD insurance carrier.
  - 2.5 Each occupant must wear a safety belt if equipped.

### **Other Expenditures**

There has to be a valid PO for expenditures to be covered. The following are considered "other expenditures". For reimbursement consideration **original receipts** are required and must be listed as expenses in the Request for Professional Leave form.

The district will pay for self-parking only. If valet parking is submitted, the district will reimburse at the self-parking rate. The only exception will be if the hotel does not have self-parking, reimbursement will take place after confirmation by the Finance Department

1. Gasoline expenditures (applies only to rental vehicles)
2. Parking fees (hotel, convention center, airport, etc.)
3. Shuttle/taxi fare
4. Toll fees
5. 1 round trip luggage check in fee

**Out-of-State Travel**

Student out-of-state travel requires the Chief Financial Officer and Superintendent's approval.

Different state approved rates for meals and lodging expenses outside of Texas may apply.

Lodging and meals allowable rates will follow the Federal Rate Schedule through the GSA website (<http://window.state.tx.us>). Adherence to the published rates will be mandatory.

**Out-of-Country Travel**

Student out-of-country travel requires the Chief Financial Officer, Superintendent and Board of Trustee's approval.

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

**PRIOR APPROVAL  
REQUIRED**

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

**DOCUMENTATION  
REQUIRED**

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

DATE ISSUED: 2/18/2017  
UPDATE 107  
DEE(LOCAL)-A

ADOPTED



## Brownsville Independent School District Roster of Students Receiving Meal Money

**Event:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Location (City, State):** \_\_\_\_\_

Printed Sponsor Name(s): \_\_\_\_\_

**Sponsor Signature(s):** \_\_\_\_\_

1. Sponsors are responsible for the safety and health of the students under their care. As such, they must ensure that each student receives the appropriate amount for meals and that the funds are spent for meals.
2. Students must sign and indicate the amount received for each meal.
3. The **Roster of Students Receiving Meal Money** form must be submitted along with any residual money to the Prepayment Clerk at the Finance Department within five working days after the event.

[illegible]

<b>NO NONSCHOOL USE</b>	The District shall not permit use of District vehicles for nonschool purposes.
<b>EMERGENCY USE EXCEPTION</b>	In case of emergencies or disasters, the Superintendent or designee may authorize the use of District vehicles by civil defense, health, or emergency service authorities.
<b>SCHOOL-RELATED USE</b>	<p>The Superintendent or designee shall develop administrative regulations for requesting, scheduling, and using District vehicles for extracurricular activities, field trips, and other school-related purposes.</p> <p>[See GKD regarding nonschool use of school facilities]</p>
<b>DISTRICT VEHICLE ADVERTISEMENT</b>	<p>[See GKB regarding advertising and fund-raising in the schools]</p>
<b>EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS</b>	<p>Field trips within Cameron, Hidalgo, Starr, and Willacy counties may be approved by the area administrator. All other trips outside of the District must be approved by the Superintendent but in no case shall approval be granted for a District vehicle to travel out of the state of Texas.</p> <p>Unless the Board has approved use of the unencumbered transportation fund for that purpose, school organizations using District vehicles for extracurricular activities and field trips shall reimburse the transportation fund.</p> <p>Except in emergency situations, the transportation department shall provide a bus driver for all approved extracurricular trips using a school bus. In each case, the bus driver shall be a certified individual who has been hired and trained by the District as a bus driver and who is currently serving in that capacity. The Superintendent or designee may declare an emergency situation when the transportation department has a shortage of drivers due to illness, unexpected growth, or another justified cause.</p> <p>For out-of-District trips that require excessive distance or time, the director of transportation shall, at his or her discretion, send a relief driver to share the driving duties.</p> <p>The District shall not approve the use of private vehicles for group activities.</p> <p>For those groups wishing to travel in vehicles other than school buses, the following options shall be available:</p>

Brownsville ISD  
031901

TRANSPORTATION MANAGEMENT  
DISTRICT VEHICLES

CNB  
(LOCAL)

1. Charter buses.

2. Lease of a vehicle. Groups choosing this option shall need to lease the vehicle under the District's name for liability insurance purposes and must notify the District's insurance carrier in advance of the planned use. It shall also be necessary for such groups to purchase the collision insurance offered by the lessor, as the District does not carry such coverage.

REVISED FY 2018-2019



**Brownsville Independent School District  
Travel Reimbursement Form**

PO # \_\_\_\_\_

PLEASE USE FORMS IN THE "RECEIPTS" TAB AT THE BOTTOM TO TURN IN RECEIPTS.

Name: \_\_\_\_\_ Conference Title: \_\_\_\_\_  
 Location #: \_\_\_\_\_ Destination: \_\_\_\_\_  
 Employee ID: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_ ☐ AM ☐ PM  
 Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_ ☐ AM ☐ PM

Meals are allowed if you:	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Leave BISD before:	6:00 AM	11:00 AM	4:00 PM
Arrive at BISD after:	9:00 AM	2:00 PM	6:00 PM

Meal Reimbursement (Receipts Required)					
Daily Max. Per Diem Rate:	<u>\$0</u>	<u>-\$5</u> *	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
75% Per Diem Rate 1st & Last Day:	<u>-\$3.75</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Date:	*Breakfast	*Lunch	*Dinner	Total	
				\$0.00	
* The \$5 that are provided in the meal rates for incidental expenses are deducted from the <u>Daily Max Per Diem Rate</u> .				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
Meal Reimbursement:				<u>\$0.00</u>	

Mileage Reimbursement		
(If professional leave is NOT submitted through our electronic Webtravel system, a Mapquest Printout is Required)		
A COPY OF THE CAR INSURANCE CARD SHOULD BE ATTACHED TO THE PO - <u>NOT TO THIS FORM</u>		
# of Miles Traveled	Reimbursement Rate	Total
	x 0.450	\$0.00

Other Travel Related Reimbursements (Receipts Required)	
Luggage Check-In (limit one)	_____
Car Rental Gasoline (if applicable)	_____
Shuttle / Taxi / Self Parking Fees	_____
Other	_____
Other	_____
<b>Total Employee Reimbursement</b>	<b>\$0.00</b>

I acknowledge that I have incurred the travel expenses indicated above.

Signature of Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

\*Refer to the approved travel request for maximum meal amounts which are not fixed but only a suggested guide per meal.  
 The maximum rate for the 1st and last day meal reimbursements are 75% of the GSA meal amount.

**TRAVEL DOCUMENTATION MUST BE SUBMITTED WITHIN 15 WORKING DAYS AFTER RETURNING TO BISD.  
 EMPLOYEE NOT FOLLOWING GUIDELINES WILL FORFEIT REIMBURSEMENT.**

## WHEN TO USE EACH FORM

### FORM A: FUNDRAISER APPLICATION FORM:

This form is intended to be used for all fundraising activities. This form must be filled out and signed/authorized by the school's principal and the school's area assistant superintendent before the fundraiser can begin. By signing this form, the sponsor, the school's principal, and the school's area assistant superintendent acknowledge that they are familiar with the school district's policies regarding the sale of any merchandise and or food products. Please note that the organization and or club are responsible to collect the sales tax and accept all liability related to this fundraiser. In addition, within 10 school days, the sponsor must submit an *Operating Report (Form A-1)* to the campus bookkeeper or elementary secretary. Failure to do so may affect the approval of future fundraisers.

### FORM A-1: OPERATING REPORT FOR FORM A:

This form is intended to be used to recap the income and expenses for each fundraiser. This form must be completed and turned in to the bookkeeper/elementary secretary within 10 school days of the completion of the fundraiser. Failure to do so may affect the future approval of fundraisers.

### FORM A-2: INVENTORY SHEET:

This form is intended to be used to keep track of merchandise that a sponsor purchases. This form will allow sponsors to match their sales with the amount(s) deposited with the bookkeeper/elementary secretary.

### FORM A-3: TABULATION OF FUNDS COLLECTED FROM STUDENTS:

This form is intended to be used by sponsors to keep track of money/funds collected from the students. This form will also allow sponsors to match their sales with the amount(s) deposited with the bookkeeper/elementary secretary.

### FORM B: CHECK REQUEST FORM:

This form needs to be submitted to the bookkeeper/elementary secretary by the appropriate sponsor. The invoice and receipt must be attached to this request. It is important that each area be filled out correctly and be as specific/detailed as possible. It is up to the campus administrator to accept or deny the request. Those requests that are not approved by the campus administrator will be returned to the sponsor. Accounts with insufficient funds will be automatically denied. Time deadlines for submission and check pick-up are on the form.

### FORM B-1: INTER FUND TRANSFER REQUEST:

This form is to be used when transferring funds within school organizations.

### FORM C: SUPPLEMENTAL DUTY COMPOSITE:

Refer to the BISD Payroll Department Website: <https://www.bisd.us/departments/business-and-operations/payroll/forms>

### FORM C-1: CERTIFIED PERSONNEL TIMESHEET:

Refer to the BISD Payroll Department Website: <https://www.bisd.us/departments/business-and-operations/payroll/forms>

### FORM D: DEPOSIT RECONCILIATION:

This form must be filled out when making a deposit with the bookkeeper/elementary secretary. Sponsors must fill out this form and not the bookkeeper/elementary secretary. The

bookkeeper/elementary secretary will verify the deposit in the presence of the sponsor. No deposits will be accepted without this form being submitted. All form fields must be filled out. Both the sponsor and bookkeeper/elementary must sign the *Deposit Reconciliation Form*. For Student Motivational fundraisers, the campus principal must sign off as the sponsor.

**FORM E: INSIDE CITY LIMITS SALES TAX REPORTS:**

This form must be used by schools located inside the Brownsville City Limits to report all monthly sales.

**FORM E-1: OUTSIDE CITY LIMITS SALES TAX REPORTS:**

This form must be used by schools located outside the Brownsville City Limits to report all monthly sales.

**FORM G: CHARTER:**

This form must be filled out at the beginning of the school year. On this form, sponsors will need to give all the details regarding the club (officers, meeting dates, etc.). Without it, the organization is not considered a club and it will have tax consequences.

**FORM I: FUNDRAISING MERCHANDISE DISTRIBUTION RECORD:**

Sponsors will use this form to properly track merchandise distributed to the students. In addition, this form will assist sponsors on tracking the money turned in by students.

**FORM I-1: FUNDRAISING MERCHANDISE DISTRIBUTION LOG**

This form is to be kept at the front office area to record all fundraising merchandise being sold and distributed to parents/students.

**FORM J: CONTRACTED SERVICES:**

This form is to be used when an individual is being paid for services rendered. It is important that every line is filled out as completely and accurate as possible.

**FORM K: CLUB AUTHORIZATION DONATIONS/TRANSFERS:**

This form is to be used when a club is donating or paying another club.

**FORM K-1: RECEIPT OF DONATION:**

This form is to be used when a donation is received. DO NOT USE this form if the club is going to be asking for donations/sponsorships. In this case, a *Fundraising/Solicitation Application* must be submitted instead.

**FORM L: AUTHORIZATION TRAVEL:**

This form is to be used when the club is taking a trip and a check needs to be issued. This form needs to be submitted when sponsors submit their travel requests through the *Web Travel module* located on the Finance Department's website.

**FORM M: INVENTORY RECAP:**

This form must be used to see if an organization has made a profit or loss on the fundraiser merchandise purchased and distributed to the students.

**FORM N: ACCOUNT LEDGER:**

This form is to be used to keep track of the organizational account's balances. It is important to fill this form out completely. This form will be used to verify account balances with the bookkeeper's records.

This form must be kept up-to-date and maintained in organizational files. When submitting check requests, use the available balance from this Account Ledger.

**FORM O: RESPONSIBILITIES OF FACULTY SPONSORS OF STUDENT GROUPS:**

This form must be completely filled out and signed by the sponsor on annual basis.

**FORM O-1: RESPONSIBILITIES OF BOOKKEEPERS/ELEMENTARY SECRETARIES:**

This form must be completely filled out and signed by the bookkeeper/elementary secretary on an annual basis.

**FORM P: ACKNOWLEDGEMENT FORM FOR DONATIONS:**

This form must be filled out and received by the donor in order for the donor to be able to claim a tax deduction on their income tax return.

**FORM Q: ADMINISTRATION RECEIPT LOG:**

This form is to be used when collecting cash and checks from anyone. Log needs to be submitted to the bookkeeper/elementary secretary with the deposit.

**FORM Q-1: RECEIPTS DETAIL LOG**

This form is to be used to log in all receipts made during a month and needs to be sent along *with Form E or E-1*.

**FORM R: ADMINISTRATORS SUMMARY OF FUNDRAISING ACTIVITIES:**

This form is to be filled out by the campus administrator to acknowledge each fundraising activity.

**FORM S: TRANSMITTAL LIST:**

This form is to be filled out to track all money and incentives disbursed to the students.

**FORM T: RETURNED CHECK TRACKING FORM:**

This form is to be filled out by the bookkeeper/elementary secretary to monitor and document attempts to collect debts associated with the fundraising activities.

**FORM U: GIFT CARD REGISTER:**

This form is to be filled out by the bookkeeper/elementary secretary to monitor and document Gift Cards donations and expenditures.

**FORM V: TRANSFER OF DEPOSIT TO ADMINISTRATOR / SECRETARY FOR TEMPORARY SAFEKEEPING:**

The *Transfer of Deposit to Administrator Form* is to be filled out by the bookkeeper/elementary secretary to monitor and document deposits given to the campus administrator(s). The *Transfer of Deposit to Secretary for Temporary Safekeeping form* is to be filled out by the bookkeeper/elementary secretary to monitor and document deposits given for temporary safekeeping. In emergency situations, or if the bookkeeper is assigned to more than one campus, the bookkeeper may transfer a deposit to the campus secretary to store in their safe until scheduled armored car pickup arrives. This form will only be used if the bookkeeper will be unavailable at the time of armored car pickup.

### **Important**

Upon review of the Brownsville ISD Athletic Handbook for the 2023-2024 school year, please complete the information below, sign and return this page to your campus athletic coordinator.

I have accessed the Brownsville ISD Handbook for 2023-2024 and will abide by the guidelines and procedures of the Brownsville ISD.

I understand that I can review a hard copy of this document on my campus or in the Brownsville ISD athletic department.

My signature certifies that I have accessed the Brownville ISD online Athletic Handbook for 2023-2024.

---

Print your name

---

Your signature

---

Date

---

Campus

It is the responsibility of the campus coordinator to keep a current signed copy on file in their campus athletic office for each campus staff member.

