

Spring Branch ISD Athletic Department Tip Sheet

A

Administrator on Duty

- There must be a designated administrator on duty at all home contests who may be a coach (other than the contest coach), teacher or administrator.
- The host administration must ensure the safety of the officials.

Amateur Athletic Rule

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

Assault of an Official by a Student-Athlete

- Student-athletes who have been found to have assaulted an official will be subject to a full range of penalties from Spring Branch ISD in addition to those imposed by the University Interscholastic League and in accordance with HB 2721. Students may be suspended from competition, including practices, in all germane activities for one (1) day to three (3) years.

Assault of an Official by a Spectator

- Spectators who have been found to have assaulted an official will be subject to a full range of penalties from Spring Branch ISD in addition to those imposed by the University Interscholastic League. Spring Branch ISD will have policies in place to prevent any spectator who is found to have assaulted a sports participant from attending future events in activities sanctioned by the league.

Athletic Code of Conduct

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

Athletic Period Compliance

- Student-athletes may not be enrolled in an athletic period and a PE course. UIL rules specifically prohibit students from being enrolled in more than one physical education and/or athletic class; Exception (with local school approval): PE Class: Adventure/Outdoor Education; PE Substitute: JROTC, Cheerleading, Drill Team, Marching Band.
- Student-athletes may not be enrolled in an athletic period and an off-campus PE course.
- Student-athletes may be enrolled in an athletic period and the Sports Officiating course.

- View each student-athlete's class schedule to confirm their class schedule.
- Have an organized plan. Use your time wisely.
- Coaches need to dress in athletic attire for the athletic period.
- Regardless of the athletic period schedule type in place, a school may elect to practice extracurricular activities daily, provided the total minutes allowed for the extracurricular practice is not greater than 300 minutes during the school week.
- Students attending study hall or tutorial sessions for the remainder of the athletic block come under the following regulation: tutorial sessions are conducted in classrooms, and dressing and redressing time is part of the athletic period, not study hall or tutorial.
- Head coaches must read the UIL manuals on the UIL website. Review the coaches' checklist for your individual sport provided by the UIL.
- Know game and tournament limits.
- Schedule must be approved by CAD, Principal and Coordinator/Director of Athletics.

Athletic Rentals

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

C

Camps, Clinics, Private Lessons

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

Chain of Command

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

Charter Schools and Special Programs in SBISD

- Cornerstone Academy students, by school district policy, are not eligible for middle school athletic competition for their school or their home campus.
- Westchester Academy middle school students, by school district policy, are not eligible for middle school athletic competition for their school or their home campus.

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

Class Load Compliance

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

Coaches' Sport Manual

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

Contests during the Week

- High School—One contest per school week through the end of the school day on Friday or the last day of the school week.
- Middle School—One contest per school week.
- Tournaments and postponed district VARSITY games due to weather are exceptions, provided they are played on the next playable date.
- Call Athletics if a tournament has been cancelled to determine remaining contest count. The UIL will be contacted.

Contracts and Agreements

- No coach, parent or booster can sign an agreement or contract on behalf on an SBISD athletic program. All agreements and contracts must be submitted to Athletics. The Athletics Department will work with Purchasing for signature approval.

Credit Rule (Fall Sports Only)

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

- Parents/guardians who elect for a student to repeat a grade:
 - 7th & 8th Grade Students—any student repeating the seventh or eighth grade under the provisions of SB 1697 would NOT be eligible for UIL activities for the first six weeks of the next school year.
 - Grades Nine and Below—Students must have been promoted from the previous grade.
 - High School Students—the age rule, four-year rule, and requirements for academic eligibility for the first six weeks of the school year are unchanged by SB 1697. All of these rules still apply.

D

District Executive Committee

- The DEC chair for 17-6A and 15-6A for water polo is Paige Hershey. PAPFs, UIL Varsity Eligibility forms and Waivers are routed to the UIL through the UIL portal for the DEC chair’s approval.

District Vehicles

- All employees who operate any heavy district machinery, including riding lawn mowers, bunker rakes, gators, golf carts, trainer’s carts, and district vehicles are required by district policy to complete the *Random Drug And/Or Alcohol Testing Notice and Acknowledgement Form* yearly and will be subject to random drug testing at any time.
- No students should operate district machinery and/or vehicles of any kind and as described above, without exception.
- All employees are required to report any accident or incident involving a district vehicle to their principal, CAD/CAC, athletic department administrator and/or Transportation point of contact (white fleet/buses) immediately.

Duty Assignments

- As a coach in Spring Branch ISD, you are expected to fulfill and perform other duties as assigned in an appropriate manner. This could include duty assignments at cross country, swimming and diving and track and field meets, mass physical dates, and other events as needed. If you are unable to fulfill the duty to which you have been assigned, it is your responsibility to secure someone for your position and to notify the CAD/CAC/Athletic Office of the replacement.

E

Ejections (Coaches, Student-Athletes and Spectators)

- Contact the Exec. AD, Director of Athletics/Assistant ADs, CAD/CAC and Principal regarding any ejection of coaches, student-athletes or fans.
- Coaches in SBISD should not be ejected from a contest. Coaches could be suspended for a minimum of one contest should they be ejected. Additional penalties from the UIL will also be assessed.
- Any student-athlete ejected from a contest is subject to an automatic penalty.
 - A football player misses the rest of the game in which they were ejected; plus, the first half of the following game.
 - An ejected player from other sports misses the rest of the game in which they were ejected, plus all of the following game. This does not affect what is already in place for soccer.
- An Incident Report Form for Officials, Coaches and Administrators must be completed online on the UIL website. Provide the corrective actions you intend to take with the student-athlete, coach or patron.

- Any patron or student fan who is ejected from the contest must meet with a school administrator, CAD/CAC, and SBISD Athletic Department administrator before they will be allowed to return to any home or away SBISD contests.

Eligibility Calendars, Course Exempt List, Extracurricular Absences

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

Equipment

- Student-athletes should not keep any school-issued equipment.
 - All equipment should be collected after the season or the conclusion of the school year.
 - All equipment should be accounted for and listed on each athletic program's Inventory form.
- Each CAC/Head Coach is responsible for purchasing equipment and supplies needed for his/her sport, and following all SBISD financial guidelines regarding purchase order requests and requisitions.
- All MS equipment is shipped to the Athletic office. HS equipment is shipped to each high school. The Campus Athletic Secretary (CAS) is required to check all equipment in with the assistance of the head coach before issuing the equipment to them. No item should be released for pick up until its receipt has been verified. The coach picking up the equipment must acknowledge receipt of the equipment by signing out for it with Athletic office personnel or the CAS.

F

Facility Modifications

- Facility modifications must be approved by the CAD/CAC, Principal, Athletics and the Facilities department. The process required by Board Policy must be followed.
- The process required by the district and the steps that must be followed are outlined in the Athletic Department Handbook.
- Any modification over \$5,000 funded by the Booster Club must be submitted on a Gift Acceptance Form and approved by the SBISD School Board at a board workshop or meeting before work can begin.

Fifteen Day Rule

- A student who does not enroll in and attend school within the first six class days is ineligible (regardless of level) to participate until the 15th day after enrollment and attendance.

G

Game Cancellations

- High School Coaches—Contact all athletic trainers on campus, CAD, CAS, school administration, SBISD Athletic Department, Chief Larry Baimbridge, Officer Cindy Garcia, Officer Christopher Robertson, SBISD Police Department administrative assistant - Marissa Guerrero, Jacquelyn Wesley (Athletics), student-athletes, official scheduler, parents, game workers and Transportation to let them know.

- Middle School Coaches—The Athletic office will be in charge of cancelling games and notifying police, game workers, athletic facility supervisor, athletic trainers, athletic department staff, concession workers, officials and the CAC/Assistant CAC. The CAC/Assistant CAC will let school administration, other coaches on staff, student-athletes, parents, game workers, when the contest is on campus, and Transportation know.

Game Workers—Temporary Workers/Paraprofessionals/Substitutes

- Temporary workers are limited to a work assignment of no more than 4.5 months (18 consecutive weeks or cumulatively if a worker is deactivated and reactivated to work during the year) and fewer than 20 hours per week due to TRS guidelines regarding temporary workers.
- At the 4.5-month mark, a temporary worker must be deactivated from the system as an employee and are not allowed to re-enter the district system again as an employee until the following year, which begins September 1.
- Employees cannot combine substitute work and temporary work within the same month.
- All game workers must be employed by SBISD.
- Employees from Yes Prep or KIPP may not work as game workers as they are not considered employees of SBISD and cannot be hired as temporary workers because they cannot be employed by SBISD and Yes Prep or KIPP concurrently due to contractual agreements within the SKY partnership.
- Those who do not work for SBISD and would like to do so must complete a Temporary Worker application, be fingerprinted, have a background check completed, and be approved by HR before being allowed to work.
- Temporary workers must clock in and out per SBISD requirements to track their hours.
- Paraprofessionals who are coaching and work as a game worker should not sign in on the Game Worker form to be paid a flat rate for working. Contact Athletics and Angela Malone in Payroll for more information about the processes required of you in this situation.

Grade Check Procedures, Grading Periods

- All grades are checked at the first six weeks for all student-athletes.
- Grades will be checked again at the nine-week mark. Students eligible at the first nine-week grading period are eligible for the next nine weeks.
- After the first nine weeks, grades will be checked at every progress report. Students that are failing have an opportunity to become eligible if they are passing all of their classes at the progress report.
- Review TEA/UII Eligibility Calendar for all SBISD grade report and progress report dates.
- Review TEA/UII Side-by-Side publication found on the UII website.
- Be sure to check grade Failure/Incomplete report and not Skyward to determine final eligibility.

H

Half-Day Rule

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

Home School Participants

- Home school students are not eligible to participate for Spring Branch ISD even if they live in the attendance zone. Each school district in Texas gets to decide annually whether to allow homeschool students to participate in activities at their schools.

I

Incident Reporting

- An Incident Form for Officials, Coaches and Administrators is required to be completed online on the UIL website. Provide corrective actions you intend to take with the student-athlete, coach or patron.
- The incident being reported on the Incident Report form should also be reported to the school administrator, CAD/CAC, and district athletic department.

Incomplete Grade

- If an incomplete grade is not removed by the end of the 7-day grace period, a student-athlete is ineligible until they make up their incomplete grade and it is confirmed as being finalized by the school registrar.

Ineligible Student-Athletes

- Ineligible student-athletes may practice, but may not play, travel, dress, manage nor be involved in a pep rally.

O

Online Tickets

- SBISD will no longer sell cash tickets at athletic contests. All tickets must be purchased online for events held within SBISD through GoFan. Parents should download the GoFan app or go to the GoFan webpage at: <https://gofan.co/>.
- Varsity football presale tickets during the regular season will be \$7 for adults and \$4 for students. A general admission online varsity football ticket will be available on game day after 3:00pm for \$8.00.
- SBISD high school varsity football season tickets for all four high schools will also be available for purchase online through GoFan.
- The online ticket price for all regular season athletic events at SBISD high schools, middle schools and other SBISD venues will be \$4.00 for adults and \$3.00 for students.
 - Refunds will be issued only if a contest is cancelled.
 - No refunds will be issued for postponed or rescheduled contests.
 - If rescheduled, all tickets will be valid on the new date and time.
- An online Punch Pass that is accepted at all middle school athletic contests and at all high school volleyball, basketball, soccer, track, baseball, softball, swimming and diving, water polo and sub-varsity football contests will be available for purchase. The Punch Pass is not good for varsity football.
- One online Punch Pass consists of 20 tickets and is valid only at SBISD venues for the 2023-2024 school year. An unused online Punch Pass does not transfer from one school year to the next.
- The 2023-2024 online Punch Pass costs \$60 for adults and \$45 for students. One punch (ticket) will apply to each individual attending the contest.

Overnight Trips

- The Principal and Athletic Office must approve overnight trips.
- **No parent, coach or booster can sign an agreement or contract on behalf of the program. All agreements and contracts must be submitted/mailed to Athletics for review before they are forwarded to Purchasing for signature/approval.**

- **All payments for transportation and/or lodging must be paid with a purchase order from a Spring Branch ISD fund or activity account. No direct payments should be made by the athletic booster club or parents.**
- All necessary Overnight Trip paperwork must be completed and submitted to the Athletic Office two months prior to the trip for review and approval.
- All team members must complete a water safety course if there are plans to participate in any water activity.

P

Player Passes

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

Pre-Season Parent Meeting

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

R

Required Training

- New Coaches to SBISD must complete CPR/AED, First Aid training, Concussion training, UIL Coaches Certification Program (CCP), a NFHS sport-specific course if new to a sport, and a notarized UIL Acknowledgement of Rules form. Contact Jessica Escobar Galvez, Records Management & MS Budget Specialist, for more details.
- Football coaches who are new to Texas or those coaches who have not completed both 1.0 and 2.0 Atavus Tackling Certification Courses are required to complete the appropriate course prior to the 2023-2024 school year. Coaches who have completed version 1.0 in 2022 will need to complete version 2.0 before August 1, 2024. HS & MS coaches will submit a receipt and copy of their certificate to Jessica Galvez Escobar for reimbursement.

Residence Verification

- Residency must be verified through a home visit and required compliance paperwork approved by Athletics prior to varsity competition for any student-athlete.
- WAIS/Academy of Choice students--residence must be verified before being allowed to participate in tryouts or practice to ensure they are competing for the school to which they are zoned.

S

Safety and Security

- Coaches on every level are expected to incorporate their comprehensive knowledge of health and safety guidelines and procedures into everyday practices. This would include, but is not limited to:
 - The implementation and review of situational drills during the course of the school year (Emergency Action Plan drills, Fight Drill, etc.).
 - Emphasizing the importance and adherence to sportsmanship guidelines and practices.
 - The review and adherence to proper bench decorum.
 - The review and adherence to all weather guidelines and policies with their student-athletes.
 - The importance of hydration and making student-athletes aware of their unlimited access to water throughout practices and contests.
 - Warning student-athletes and parents of the inherent risks of the activities in which they will engage.
 - The importance of cleanliness in mitigating health risks.
 - Securing all facilities during and after practices and contests.

SBISD Athletic Department Website

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

SBISD Athletic Handbook

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

SBISD School District Compliance

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

Schedule Compliance

- Head coaches must read the UIL manual on UIL website specific to their sport.
- Know contest and tournament/meet limits for your sport. See contest tally sheet for your sport.
- CAD, Principal, and Coordinator/Director of Athletics must approve schedule.
- Scheduling of private school opponents is discouraged. Scheduling of home school league teams is prohibited.

T

TEA & UIL Side-by-Side Manual

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

Transgender Students

- Students will participate based on the gender listed on their official birth certificate at or near the time of birth and may not correspond with their birth identity. Our policy as a district is to follow the UIL Constitution and Contest Rules and Texas Education Code, Section 33.0834 as outlined.

Transportation

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

U

UIL Constitution and Contest Rules

- Review this as it pertains to your sport. You are responsible for knowledge of all applicable rules.

V

Varsity Team Sports Eligibility/Individual Sports Eligibility Form

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

Volunteer Coaches

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