

SPRING BRANCH

INDEPENDENT SCHOOL DISTRICT



ATHLETICS

DEPARTMENT HANDBOOK

2023-2024

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Paige Hershey, CMAA
Cheryl Etlinger, CAA
Michael Stokebrand, CAA
Charles West, CAA

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

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

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

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

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

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

Paige Hershey
Executive Director of Athletics

Inspiring minds. Shaping lives.
Dr. Jennifer Blaine, Superintendent of Schools

www.springbranchisd.com

SPRING BRANCH ISD ATHLETICS



OUR MISSION

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

OUR BELIEFS

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

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

OUR PROGRAM OBJECTIVES

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

SPRING BRANCH ISD ATHLETICS

Paige Hershey (x1202)
Executive Director of Athletics

Sports
Medicine

Golf

DEC Chair

UIL Waivers

UIL Hearings

Dept.
Publications

**Cheryl
Etlinger
(x1204)**
**Director of
Athletics**

HS/MS Cross
Country

HS Team
Tennis, Spring
Tennis

HS/MS
Basketball

HS Softball

District
Reunification

Academic &
UIL Compliance

Curriculum &
Instruction

Human
Resources

Concessions

Camps

**Mike
Stokebrand
(x1203)**
**Coordinator
of Athletics**

HS/MS
Volleyball

HS Water Polo

HS Swimming
& Diving

HS/MS Track

Oversee
Natatorium w/
Facilitator

Natatorium
Rentals

Advanced
Movers

Money, Tickets

Department
Communication

**Charles
West
(x1224)**
**Coordinator
of Athletics**

HS/MS Football

HS/MS Soccer

HS Baseball

Strength &
Conditioning

Powerlifting

Awards

Scoreboards

Dept. Safety
Officer

Capital Outlay
Items

HUDL

**David
Hughes
(x1226)**
**Director of
District
Grounds/
IPM**

Maintenance
of District
Grounds &
Secondary
Athletic Fields

Integrated Pest
Management
Coordinator

Small Engine
Repair

Athletic Facility
Rentals &
Projects

Lacrosse,
Rugby, &
SBMSA Liaison

Department
Keys

**Sean Muras
(x1218)**
**Athletic
Facility
Supervisor/
Facilities**

Oversee
Athletic
Operations w/
Director of
District
Grounds/IPM

Oversee
Maintenance
of all District
Athletic
Facilities

Oversee
Athletic Service
Workers

UIL/non-UIL
Event Setups

Works w/
Athletic
Operations
Manager to
coordinate
facility usage
at district
athletic
facilities

A/C requests &
Work Orders

**Aislen
McCrea
(x1207)**
**Athletic
Facility
Supervisor/
Concessions**

Oversee
Athletic
Operations w/
Director of
Athletics

Oversee
Maintenance
of Concession
Facilities

Oversee
Athletic Service
Workers

Concessions
Inventory and
Stocking

Concessions
Budget

Concession
Workers

Department
Hospitality

**George
Kutac
(x1240)**
**Natatorium
Facilitator**

Natatorium
Facilitator

District Diving
Coach for all
Four High
Schools

Oversee all
usage &
rentals at
Natatorium

Athletic Department Support Staff

Claudia Solorzano (x1216)	Jessica Escobar Galvez (x1208)	Jackie Wesley (x1209)	Monica Tlass (x1225)	Lisa Reese (x1206)	Lori Moreno (x1201)
Budget & Procurement Specialist	Athletic Records Management & MS Budget Specialist	Payroll Specialist	Associate Manager of Administration, Talent & Athletics	Athletic Contest Specialist	Athletic Operations Manager
Purchasing, bids, quotes	Certification Records	Athletic Department Payroll	Administrative Assistant to the Executive Director of Athletics	GoFan Online Ticket Sales	Grounds Inventory
Maintenance of Department Budget	Record Management	Transmittals & Insurance Payments	DEC Secretary	Season Passes, Punch Passes	IPM Inventory
Dept. requisitions & Purchase Orders	Staff Development - Kick Up	Temporary Worker Applications	Assist with Department Publications	MS Player Passes	ASW/Grounds Safety Compliance
Board agenda items	NFHS, NIAAA Contact	Officials, Camp Pay	Transfers of Expense	Assist w/ Receiving of Inventory	TDA License Renewals & Records
Department & Enterprise Car Rentals	MS Requisitions & Purchase Orders	Supplemental Pay	Enterprise Budgeting	Contest Workers	Grounds/IPM Requisitions & Purchase Orders
HS Travel Requests & Reimbursements	MS Travel Requests & Reimbursements	My School Bucks	Playoff Invoicing	Athletic Department Website	Review all Athletic Rental Requests
Vendor requirements	Receiving of Inventory	Letter Jackets	Graduation Invoicing	Press Boxes	Rental event logistics & workers
	Office Ordering	Workman's Compensation	Maintenance of Dept. Budget	Deposits	Rental budget & invoicing
	Awards			School Dude	

DISTRICT ATHLETIC DEPARTMENT STAFF

Paige Hershey	Executive Director of Athletics
Cheryl Etlinger	Director of Athletics
Mike Stokebrand	Coordinator of Athletics
Charles West	Coordinator of Athletics
David Hughes	Director of District Grounds/IPM
Sean Muras	Athletic Facility Supervisor/Facilities
Aislen McCrea	Athletic Facility Supervisor/Concessions
George Kutac	Natatorium Facilitator
Claudia Solorzano	Budget & Procurement Specialist
Monica Tlass	Associate Manager of Administration, Talent & Athletics
Jessica Escobar Galvez	Athletic Records Management & MS Budget Specialist
Jackie Wesley	Payroll Specialist
Lisa Reese	Athletic Contest Specialist
Lori Moreno	Athletic Operations Manager

HIGH SCHOOL CAMPUS ATHLETIC ADMINISTRATION & SUPPORT STAFF

Gary Koch	Memorial HS CAD
Melissa Macha	Memorial HS Asst. CAD
Craig Cripps	Memorial HS Asst. CAD
Emilyn Verdinez	Memorial HS Campus Athletic Secretary
Andres Gomez	Northbrook HS CAD
Amanda Robinson	Northbrook HS Asst. CAD
Gary Howard	Northbrook HS Asst. CAD
Yamilex Marin	Northbrook HS Campus Athletic Secretary
Keith Cripps	Spring Woods HS CAD
Rebecca Campbell	Spring Woods HS Asst. CAD
Charles Hoffman	Spring Woods HS Asst. CAD
Leslie Pinkston	Spring Woods HS Campus Athletic Secretary
Todd Rankin	Stratford HS CAD
Jenny Adcock	Stratford HS Asst. CAD
Tim Johnson	Stratford HS Asst. CAD
Dee Benefield	Stratford HS Campus Athletic Secretary

MIDDLE SCHOOL CAMPUS ATHLETIC ADMINISTRATION

Mitchell Maxwell	Landrum MS CAC
Lizbeth Figueroa	Landrum MS Asst. CAC
Christopher Vaughn	Memorial MS CAC
Deziree Green	Memorial MS Asst. CAC
Hope Grochmall	Northbrook MS CAC
Leticia Hogeda	Northbrook MS Asst. CAC
Chenique Whitney	Spring Branch MS CAC
Scott Singletary	Spring Branch MS Asst. CAC
Christa Lagrone	Spring Forest MS CAC
James Howard	Spring Forest MS Asst. CAC
Art Nevarez	Spring Oaks MS CAC
Tim Quick	Spring Oaks MS Asst. CAC
Kevin Jackson	Spring Woods MS CAC
Annie King	Spring Woods MS Asst. CAC

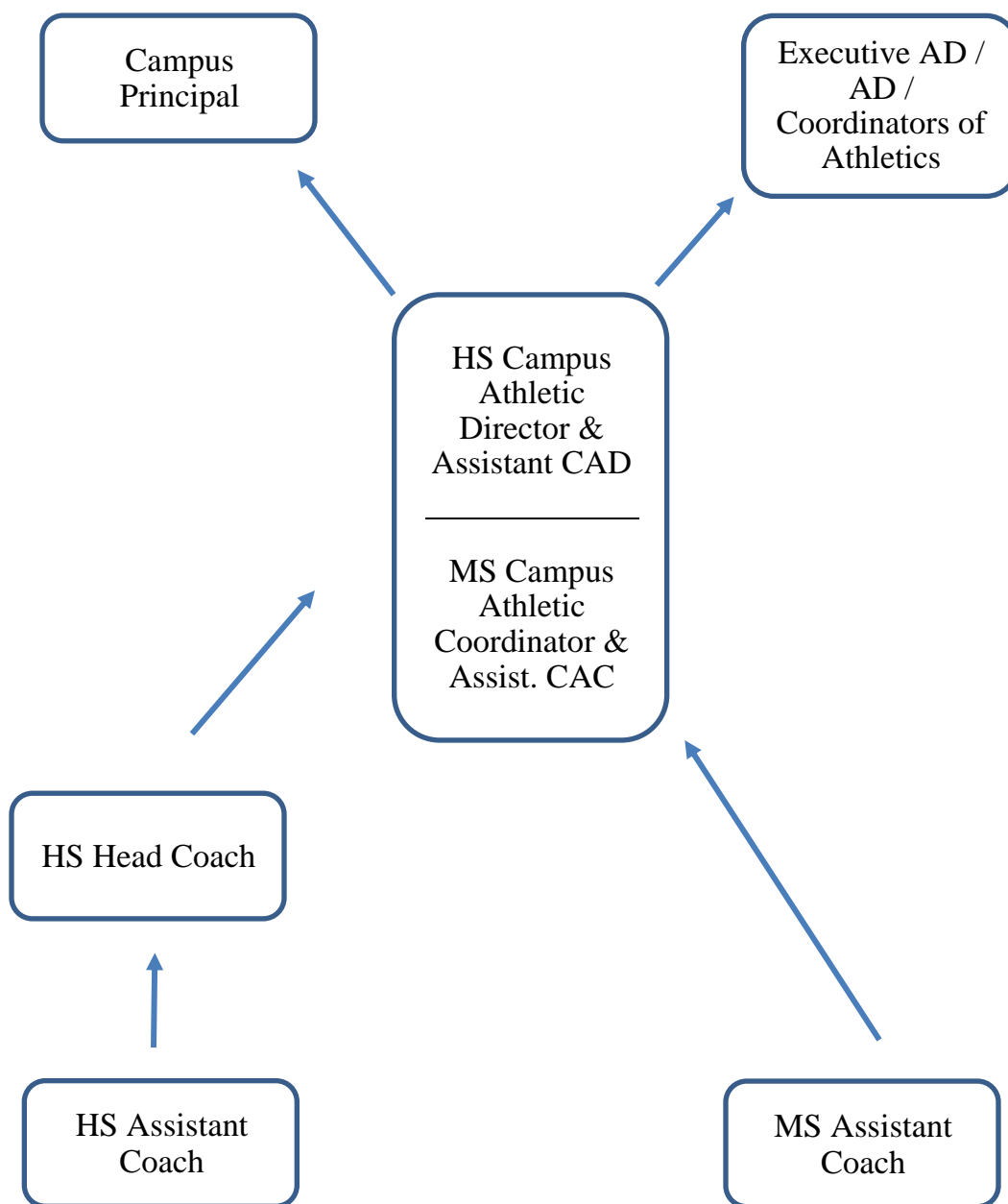
SPORTS MEDICINE STAFF BY CAMPUS

Tyra Harrell, District Lead Trainer	Spring Woods HS Head Athletic Trainer
Sarah Sturm	Spring Woods HS Assistant Athletic Trainer
Stephanie Cabrera	Spring Woods HS Assistant Athletic Trainer
Rochelle Abrams	Memorial HS Head Athletic Trainer

SPORTS MEDICINE STAFF BY CAMPUS (cont.)

Daniel Lavoy	Memorial HS Assistant Athletic Trainer
Kizzy Omoruyi	Memorial HS Assistant Athletic Trainer
Johnny Gomez	Northbrook HS Head Athletic Trainer
Jordan Bishop	Northbrook HS Assistant Athletic Trainer
Elana Frank	Stratford HS Head Athletic Trainer
Angela Perez	Stratford HS Assistant Athletic Trainer
Danielle Buckholt	Stratford HS Assistant Athletic Trainer
Todd Walstead	Spring Branch ISD Part-time Assistant Athletic Trainer
TBD	Spring Branch ISD Part-time Assistant Athletic Trainer

ATHLETIC PROGRAM CHAIN OF COMMAND



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

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

A. SPRING BRANCH ISD COACHES' CODE OF CONDUCT

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

B. UNIVERSITY INTERSCHOLASTIC LEAGUE COACHES' CODE OF CONDUCT

The code for athletic sponsors include the principles described in Subsection (a) and the purposes listed in Section 1201. Further, the coaches' code includes:

1. Being aware of, understanding and following all rules governing the competition for which the coach is responsible.
2. Informing one's immediate supervisor in writing the next school day after a contest if ejected from that contest for unsportsmanlike actions, or, in football, if given two 15-yard unsportsmanlike penalties during one contest, knowing that such conduct requires automatic penalty.
3. Treating athletes based on what is best for the education, general welfare and health of the student.
4. Professional loyalty to other coaches.
5. Not removing a team from a contest as protest.
6. Adhering to in-season and out-of-season practice regulations.
7. Adhering to policies which do not force athletes to specialize or restrict them from participation in other sports.
8. Allowing students to participate in one school sport without requiring, as a prerequisite, participation in another school sport.
9. Abstaining from any practice which would bring financial gain to the coach by using a student's participation in a camp, clinic, league or other non-school athletic event, such as a

rebate for each player sent to a particular camp or from each player using a particular product.

Coaches shall not charge a fee for private instruction to student-athletes during the school year. The restriction on charging fees for private instruction applies only to those students who are:

- a. In grades 9-12; and
 - b. From the coach's attendance zone; and
 - c. Participating in the sport for which the coach is responsible.
10. Abstaining from any practice that makes a student feel pressured to participate in non-school activities.
 11. Avoiding any coaching practice which would endanger the welfare or safety of any player.
 12. Emphasizing the academic progress of all participants by a regular, documented check of their academic standing, both in-season and out-of-season.
 13. Scheduling games and practices to avoid loss of study or class time.
 14. Utilizing the best and most current teaching, coaching and training methods through affiliation with professional associations and publications.
 15. Abstaining from any practice that solicits teachers to modify a participant student's grade for eligibility purposes.
 16. Avoiding any actions that encourage, condone or tolerate the use of performance enhancing drugs by any student-athlete.
 17. Emphasizing a chemical awareness program that informs and educates students of the damaging effects of anabolic steroids and other illegal drugs.
 18. Disclosing to opposing schools any known conflict of interest with an assigned sports official prior to a contest.

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

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

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

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

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

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

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

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

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

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

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

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

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

D. TEXAS EDUCATORS' CODE OF ETHICS: PROFESSIONAL STANDARDS

Enforceable Standards

1. Professional Ethical Conduct, Practices and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct towards Students

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

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

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

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

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

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

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

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

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

- i. the nature, purpose timing, and amount of the communication;
- ii. the subject matter of the communication;

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

E. ADHERENCE TO SBISD BOARD POLICY

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

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

- 1. Standards of Conduct, Policy DH
- 2. Discrimination, Harassment, and Retaliation, Policies DH, DIA
- 3. Student Harassment, Policies DF, DH, FFG, FFH, FO
- 4. Personal Use of Electronic Media, Policy DH
- 5. Use of Electronic Media with Students, Policy DH-Remind 101 for text messaging
- 6. Reporting Improper Communication by a Student, Policy DH
- 7. Employee Arrests and Convictions, Policy DH
- 8. Alcohol and Drug-Abuse Prevention, Policies DH, DI
- 9. Tobacco Products and E-Cigarette Use, Policies DH, FNCD, GKA
- 10. Searches and Alcohol/Drug Testing, Policy DHE
- 11. Fraud and Financial Impropriety, Policy CAC
- 12. Conflict of Interest, Policies CBB, DBD
- 13. Gifts and Favors, Policy DBD
- 14. Purchasing Procedures, Policy CH
- 15. Freedom of Association, Policy DGA
- 16. Building Use, Policies DGA, GKD
- 17. Administering Medication to Students, Policy FFAC
- 18. Dietary Supplements, Policies DH, FFAC
- 19. Bullying, Policy FFI
- 20. Child Abuse and Neglect, Policy FFG
- 21. Freedom from Discrimination, Harassment and Retaliation, Policy FFH
- 22. Hazing, Policy FNCC

F. FOURTEEN LEGAL DUTIES OF ATHLETIC COACHES & ATHLETIC DIRECTORS

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

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

1. **Duty to Plan**--This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas:
 - Coaching competence
 - Medical screening
 - Appropriate injury response
 - Warning to athletes and their families
 - Insurance of athletes
 - Child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse

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

2. **Duty to Supervise**--A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletic administrators who are expected to be able to supervise coaching staff members competently. In addition, athletic administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, the safe usage, maintenance and upkeep of equipment and facilities.
3. **Duty to Assess Athletes Readiness for Practice and Competition**--Athletic administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require a specialized medical assessment to ascertain the existence of congenital disorders or the existence a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the

physician. A new area of concern that may grow from the duty is the difficulty of assessing the readiness of handicapped children who are referred to practice and competition under the American with Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.

4. **Duty to Maintain Safe Playing Conditions**--Coaches are considered *trained professionals* who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent defective equipment or hazardous environments. Courts have held athletic supervisors responsible to improve unsafe environments, repair, or remove defective equipment or disallow access to unsafe equipment or environments. The use of *sport-specific equipment safety checklists* can be helpful in enhancing the safety of participants. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration, and lighting.
5. **Duty to Provide Proper Equipment**--Coaches and athletic administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable, and safe. Fitting should be carried out in accordance with manufacturer specifications. This is especially important for protective equipment which must carry a *National Operating Commission on Safety in Athletics Equipment* (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.
6. **Duty to Instruct Properly**--Athletics practice must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that leads to an enhanced progression of player knowledge, skill and capacity. In this regard, instruction must move from simple to complex and known to unknown. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques, must include warnings about unsafe techniques, and prohibited practices.
7. **Duty to Match Athletes**--Athletes should be matched with consideration of maturity, skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **Duty to Condition Properly**--Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health.
9. **Duty to Warn**--Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of

their comprehension. Videotapes of safety instruction and warnings to players and parents are recommended.

10. **Duty to Ensure Athletes are Covered by Injury Insurance**--Athletic administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance. Deductible and co-payment requirements should be clearly explained to parents and athletes. Certain schools may need to publish this information in several languages. Comprehension should be required of parents and athletes.
11. **Duty to Provide Emergency Care**--Coaches are expected to be able to administer accepted, prioritized, standard first-aid procedures in response to a range of traumatic injuries - especially those that are life threatening.
12. **Duty to Develop an Emergency Response Plan**--Athletic administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to:
 - Ensure access to a telephone
 - A stocked first-aid kit
 - Spine board and other emergency response equipmentThe plan should also account for a timely call to EMS and expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.
13. **Duty to Provide Proper Transportation**--In general, bonded commercial carriers should be used for out-of-town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out-of-town competition scrimmage or practices.
14. **Duty to Select, Train and Supervise Coaches**--Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

G. OUR DISTRICT CORE VALUES: THE SPRING BRANCH WAY

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

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

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

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

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

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

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

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

Limitless Curiosity - We never stop learning and growing,

- Empowered to Innovate
- Tenaciously Embrace Challenges
- Unleashed Potential

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

- Personal Responsibility
- Kindness and Mutual Respect
- Trustworthiness

H. OUR UNIVERSAL STANDARDS & THE FIVE CORE COMPETENCIES

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

The Five Core Competencies

Student-Centered Leadership

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

Knowledge of Job

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

Professionalism

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

Communication

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

Ethics and Compliance

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

A Deeper Dive into the Five Core Competencies

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

Student-Centered Leadership

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

A Spring Branch ISD Coach will:

- Encourage commitment and pride in their student-athletes for their team and for their own individual development.
- Provide opportunities for all student-athletes to develop leadership skills.
- Provide opportunities for all student-athletes to reach their potential.
- Promote positive character and citizenship in student-athletes.
- Promote and model a high level of sportsmanship for his/her student-athletes.
- Actively work to provide character education development opportunities for the student-athletes in his/her care.
- Monitor the academic performance of student-athletes and support necessary academic interventions.

- Support the district's mission of T-2-4 by actively working with his/her student-athletes in their post-secondary plan development.

Knowledge of Job

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

A Spring Branch ISD Coach will:

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

Professionalism

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

A Spring Branch ISD Coach will:

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

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

Communication

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

A Spring Branch ISD Coach will:

- Communicate effectively and appropriately with students, parents and stakeholders.
- Recruit and encourage participation among students in the school and in his/her feeder pattern.
- Develop and implement clear expectations and standards for the student-athletes and team.
- Warn student-athletes of inherent risks of the activities in which they will engage.
- Correct student-athletes exhibiting hazardous behavior.
- Provide frequent and timely assessment and feedback of team and individual performance before, during and after the season.
- Ensure that all student-athletes and parent are informed of health and safety expectations, procedures and protocols.
- Contact the Athletic Office, Athletic trainer and parent/guardian when a student-athlete suffers an injury or illness of any kind at practice or at a contest.
- Notify athletes and their parents of the accident insurance available through the district.
- Correct his/her student-athletes' errors in a constructive manner.
- Impart and reinforce the importance that his/her student-athletes exhibit strong sportsmanship.
- Conduct effective meetings with student-athletes and other staff as appropriate.
- Conduct pre-season meetings with student-athletes and parents.
- Develop and distribute player guidelines which inform student-athletes and their parents of requirements for participation and other appropriate information.
- Establish and communicate written criteria for team selection, varsity letters and awards.
- Establish and maintain a written practice and contest schedule that is shared with student-athletes and their parents throughout the school year.
- Provide consequences for student-athletes in the event that they exhibit negative behavior.
- Seek to develop vertical alignment between elementary, middle school, and high schools through intentional collaboration with others in his/her feeder pattern.
- Promote their sport/program in the school and community through a variety of means.

- Keep CAD/CAC/Head Coach and administrators appropriately informed of all program and team matters.
- Refrain from inappropriate communication with a student or minor, including, but not limited to electronic communication such as a cell phone, text messaging, email, instant messaging, Facebook and other social network media platform communication.
- Be cautious about all social media postings regarding their personal activities outside of school.

Ethics and Compliance

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

A Spring Branch ISD Coach will:

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

I. ADHERENCE TO UIL/TEA REGULATIONS AND POLICY

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

1. COACHING EJECTIONS, UIL C & CR SECTION 1208(i)(1-4)

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

2. PLAYER EJECTIONS, UIL C & CR SECTION 1208(i)(5)

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

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

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

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

It is the duty of the coach of the student-athlete ejected to immediately notify the SBISD Executive Athletic Director, CAD/CAC, the Campus principal, the student-athlete and their parents/guardians of the ejection and automatic penalty for the ejection according to the UIL rules. Regardless of whether the UIL has formally notified the district of the ejection, it is expected that the athletic program involved will enact the automatic penalty for such an ejection. Failure to do so will result in the forfeiture of all ensuing contests in which the student-athlete competes and disciplinary action leveled against the coaches involved.

3. FAN EJECTIONS (UIL Sportsmanship Manual)

In general, it is the expectation of the SBISD Athletic Department that spectators "are at the contest to support and yell for (their) team, and to enjoy the skill and competition—not to intimidate or ridicule the other team or its fans" or the game officials. "Parents and spectators should be aware that the school can (and should) remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors. Game officials can ask that school administrators have unruly fans removed from a contest facility." It is the coach's and game administrator's responsibility to immediately notify their CAD/CAC and the Executive

Director of Athletics if a spectator was asked to leave the facility. Individuals who are removed from a game will be required to meet with district personnel to review the incident before being allowed to attend any future home or away school contests. "The school district can be and will be punished for actions of patrons in violation of UIL standards and rules."

4. ASSAULT OF AN OFFICIAL BY A STUDENT-ATHLETE (C&CR Section 1207(a)(1))

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.

(1) An individual who commits an offense under section 22.01 C 2 of the Texas Penal Code (assault of a sports participant) while participating in UIL contests will subject themselves and any school with which they are affiliated to the full range of penalties in sections 27 and 29 of the constitution, up to and including disqualification and suspension.

C&CR Section 27(a)(2)

(2) *Individual Suspension.* If the State Executive Committee finds that a student has failed to comply with the rules it may suspend the student from competition, including practices, in all germane activities for one (1) day to three (3) years. Suspension may include a probationary period of up to three (3) years, and may include any reasonable conditions, which, if not fulfilled, may result in additional suspension. In regard to a student who intentionally, knowingly, or recklessly causes bodily injury to a person serving as referee, judge, or other official of an extracurricular activity, see section 33.081 e-1 of the Texas Education Code.

5. ASSAULT OF AN OFFICIAL BY A SPECTATOR C&CR Section 1207(a)(2)

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 and in accordance with HB 2721.

(2) Schools shall develop policies for preventing any spectator who commits an offense under section 22.01 C 2 of the Texas Penal Code (assault of a sports participant) from attending future events in activities sanctioned by the league. The policy shall provide for the school to consider all circumstances of each incident when determining the length of suspension from future events in activities sanctioned by the league.

C&CR Section 27(d) Participant & UIL Member School & Penalty Guidelines

(C) Intent/Harm

In cases where a Category A violation is found to be deliberate and to have provided a competitive advantage to the violator or the violation caused physical harm to a person or property, the penalty for a Category A violation may be enhanced. An enhanced penalty for such violators may include forfeiture of a contest, disqualification, reasonable conditions and/or the imposition of a probation period of up to three (3) years and may also include a period of suspension from competition, including practices, in all germane activities for a period of one Section 27: Penalties - State Executive Committee 33 34 Section 27: Penalties - State Executive Committee (1) day to three (3) years. If imposed, suspension shall deny participation in specified UIL activities for a period of one (1) day to three (3) years. Suspension or disqualification from district honors may include a probationary period of one (1) day to three (3) years, and may include any reasonable conditions, which, if not fulfilled, may result in additional suspension.

6. ATHLETIC DEPARTMENT LINES OF COMMUNICATION

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

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

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

UIL/SBISD ATHLETICS PROGRAM COMPLIANCE **GENERAL COMPLIANCE EXPECTATIONS**

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

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

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

Student-Athlete Eligibility Compliance - Notebook #1

1. A **COPY** of UIL Eligibility Form, as submitted in the UIL Portal.
2. Athlete documentation (alpha by last name in the following order)
 - a. Home Verification of Residence Form with Head Coach's signature.
 - b. Recent utility bill (with parents name and address listed and highlighted)
 - c. Copy of birth certificate
 - d. Copy of PAPF page 1 (Page 2 of the PAPF, if applicable).

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

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

1. Team Roster from Rank One per level
2. A copy of the cut list, **signed by CAD**
3. Team schedule printed off from Rank One per level
4. Completed contest tally sheet signed by Principal & CAD with composite schedule that is shared with the public attached. (See Coaches' Resources for Contest Tally Sheet).

5. Parent meeting agenda, including all handouts, regarding team expectations or rules, to be issued to athletes and/or parents. (see p.49 as a reference) **Must be signed by CAD.**
6. The lettering policy for the program. **Must be signed by CAD.**
7. A completed copy of your Emergency Action Plan Worksheet-Student Response Team **Must be signed by your Licensed Athletic Trainer (LAT).**
8. A completed copy of your UIL Steroid Video and Safety PowerPoint Certification Verification Form. **Must be signed by your Licensed Athletic Trainer (LAT).**
<https://resources.finalsite.net/images/v1624371001/springbranchisdcom/eh8deaxa6rjak5hfsuwk/UILSteroidandSafetyPowerpointCertVerification2019-20.pdf>
9. Supporting data and/or documentation that substantiates your program's accomplishments in each of the five areas:
 - a. Academic achievement
 - b. Athletic achievement
 - c. Character and Leadership development
 - d. Community Service
 - e. Professional development goal for the head coach and all assistant coaches.
10. List of assistant coach responsibilities for each of the coaches in your program.
Compliance Notebook #1 will stay on campus after review by the SBISD Athletic staff.
Compliance Notebook #2 will be kept at the SBISD Athletic Office

B. END OF SEASON REPORT REQUIREMENTS FOR HS HEAD COACHES

High School: Head coaches are required to submit the SBISD Athletics:

1. Supporting data and/or documentation that substantiates your program's accomplishments in each of the five areas:
 - a. Academic achievement
 - b. Athletic achievement
 - c. Character and Leadership Development
 - d. Community Service
 - e. Professional Development
2. Final Equipment Inventory.
3. Submit this to the SBISD Athletic Department two (2) weeks following the conclusion of the season.

UIL/SBISD ATHLETIC PROGRAM COMPLIANCE FOR MS COACHES

C. PRE-SEASON COMPLIANCE REQUIREMENTS FOR ALL MS COACHES

Staff and Program Compliance Notebook for Middle Schools - Notebook

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

1. Team Roster from Rank One
2. A copy of the cut list, **signed by CAC.**
3. Parent meeting agenda (see pp.48-49 as a reference), including all handouts, regarding team expectations or rules, to be issued to athletes and/or parents. **Must be signed by CAC.**

4. A completed copy of your Emergency Plan Worksheet-Student Response Team. The completed copy must be signed by all coaches coaching in that sport, as well as the CAC.
5. A copy of your Safety PowerPoint Certification Verification Form. Must be signed by the CAC.
<https://resources.finalsite.net/images/v1624371001/springbranchisdcom/eh8deaxa6rjak5hfsuwk/UILSteroidandSafetyPowerpointCertVerification2019-20.pdf>
6. Supporting data and/or documentation that substantiates attainment of goals in each of the five areas:
 - a. Academic achievement
 - b. Athletic achievement
 - c. Character and Leadership development
 - d. Community Service
 - e. Professional development goal for the athletic coaches on the staff

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

D. END OF SEASON REPORT REQUIREMENTS FOR ALL MS COACHES

Middle School:

1. Supporting data and/or documentation that substantiates your program's accomplishments in each of the five areas:
 - a. Academic achievement
 - b. Athletic achievement
 - c. Character and Leadership Development
 - d. Community Service and
 - e. Professional development
2. Final Equipment Inventory
3. Submit this to the SBISD Athletic Department two (2) weeks following the conclusion of the season.

E. SCHEDULING OF ATHLETIC CONTESTS

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

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

F. HIGH SCHOOL POLICIES

District high school general and sport specific policies can be located on the UIL web page or by accessing the link below. All coaches are expected to know and adhere to these policies <http://www.uiltexas.org/athletics/sports>. High school policies specific to our competitive districts and approved by the DEC will be distributed by the Director of Athletics or Coordinators of Athletics over each sport. All policies are accessible in the 17-6A and 15-6A Google Drive folder.

G. MIDDLE SCHOOL POLICIES

District middle school general and sport specific policies can be located on the UIL web page or by accessing the link below. All coaches are expected to know and adhere to these policies <http://www.uiltexas.org/athletics/sports>. Middle school policies created by Spring Branch ISD will be distributed and reviewed at the MS sports clinic prior to each sport season.

H. PROFESSIONAL MEMBERSHIPS

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

I. GENERAL COACHING JOB DESCRIPTION FOR ALL SBISD COACHES

QUALIFICATIONS

1. Bachelor's degree preferred
2. Valid State Teacher's certificate preferred
3. Teaching/Coaching experience preferred
4. CPR & First Aid certified
5. UIL Professional Acknowledgment Form on file with the district (C&CR, 1202 (j))
6. Completion of UIL Coaches Certification Program (CCP) online/in person (C&CR 1208 (i))
7. Constitution & Contest Rules
8. Ethics
9. UIL Steroid Education
10. Safety Training (state law)
11. Sports Specific Training-each sport has a separate module
12. Football Coaches ONLY- Best Practices in Tackling Certification (ATAVUS)
13. First Year Coaches ONLY- Fundamentals of Coaching in Texas (UIL Portal)(C&CR 1202(l))
14. First Year Coach in a Sport—NFHS Sport Specific course online (SBISD requirement)
15. CDL License

Reports To:

1. Campus Principal
2. Executive Athletic Director and athletic administrative staff
3. Campus Athletic Director or Campus Athletic Coordinator

Job Goals:

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

HIRING PROCEDURES

The SBISD Department of Athletics will be involved in all Athletic Staff hiring through the direct involvement of the Executive Director of Athletics, the Director of Athletics and Coordinators of Athletics in the hiring of a Campus Athletic Director, Campus Athletic Coordinator, Head Athletic Trainer, Assistant Athletic Trainer or Head Coach or indirectly when the Campus Athletic Director, Campus Principal and Head Coach hire an Assistant Coach. The Director of Athletics and Coordinators of Athletics may also work with MS Campus Principals to assist in the hiring of middle school coaches.

A. Head Coach of a Sport (High School), Campus Athletic Coordinator, Assistant CAD, Assistant CAC, Head Athletic Trainer, Assistant Athletic Trainer

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

- c. Director of Athletics
 - d. Coordinator of Athletics
 - e. Campus Athletic Director
 - f. Other designees the Campus Principal or Executive Director of Athletics may request
6. The final candidate selected should be a consensus choice of the Campus Principal, Campus Athletic Director, and Executive Director of Athletics or her designee. The building principal will submit the ESM to Human Resources to recommend the candidate for the position.

B. Assistant Coach of a Sport (High School)

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

C. The Use of Paraprofessionals as Athletic Coaches

The District Athletic office should be contacted whenever a decision is made to use a paraprofessional employee as an athletic coach. Paraprofessional employees will be paid according to their hourly and overtime rate and are required to log out in Kronos from their primary duties before logging back into Kronos as an athletic coach. Melissa Avaria in HR should be contacted by the CAD/CAC to initiate the process for a paraprofessional to be added as a coach. Steps will need to be taken with the assistance from Payroll so that the

paraprofessional coach is set up in Kronos as a coach and trained in the procedures required by the district. It is very important that district protocols are followed to ensure that our department and employee serving in the capacity as a coach are in compliance with all district, state and federal law as it relates to the employment of an hourly employee.

D. The Use of Temporary Workers and Retirees as Game Personnel

It is important for everyone to know the stipulations around the use of temporary workers and retirees as game personnel (ticket sellers, timekeepers, etc.). Individuals who are not district employees must complete a temporary worker application even if they are a former employee or are an individual hired to be a future employee (ex. coaches who want to work Strength and Conditioning Camp in the summer, but whose contract as a full-time employee doesn't begin until August). Any individual seeking employment in Spring Branch ISD must agree to undergo and pass a background check, be fingerprinted and approved by SBISD Human Resources for employment before being allowed to work in the district.

Temporary Workers

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 1st. Employees cannot combine substitute work and temporary work within the same month.

Retirees

All retirees are required to track and record their hours worked by clocking in and out through Kronos, the district's time and attendance tracking system. In addition, retirees must adhere to the hourly limits per month set forth in the TRS Employment After Retirement (EAR) Limits chart found on the TRS website

https://www.trs.texas.gov/Pages/retirees_ear_monthly_limits.aspx. If they are serving as a temporary worker, retirees are also required to follow all of the stipulations stated above for temporary workers.

Failure to follow these guidelines could result in financial penalties for the school district. Retirees who fail to follow these guidelines are subject to financial penalties affecting their pension. More information and training will be shared with all coaching staffs at our staff development training. If you have any questions about these particular scenarios, please contact the Athletic office for additional clarification.

PROFESSIONAL DEVELOPMENT REQUIREMENTS

MANDATORY TRAININGS

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

TRAININGS OFFERED

The Head Athletic Trainer at each high school campus is responsible for verifying that each high school coach has current certifications in the following trainings and is responsible for uploading each staff member's certificate into Rank One.

- A. Adult and Pediatric CPR/AED certification (every 2 yrs.)
- B. American Red Cross First Aid, Health & Safety for Coaches training (every 2 yrs.)
- C. Houston Methodist/Eduhero Concussion Awareness online training (every 2 yrs.)

The Campus Athletic Coordinator, in coordination with the Records Management and MS Budget Specialist, is responsible for verifying that each middle school coach under his/her direction has current certification in the following trainings. The Records Management and MS Budget Specialist is responsible for uploading each staff member's certificate into Rank One.

- A. Adult and Pediatric CPR/AED certification (every 2 yrs.)
- B. American Red Cross First Aid, Health & Safety for Coaches training (every 2 yrs.)
- C. Houston Methodist/Eduhero Concussion Awareness online training (every 2 yrs.)

The Head Athletic Trainers and Records Management and MS Budget Specialist shall be responsible for providing the Executive Athletic Director with periodic compliance reports for all high school and middle school coaches for all UIL and SBISD required trainings.

A. Adult and Pediatric CPR/AED Certification - All Spring Branch ISD coaches will maintain a current Red Cross certification in Adult and Pediatric CPR/AED training through a blended learning course that includes an online portion and a skills session led by SBISD Athletic Training staff. The online portion must be completed before attending the in-class skills session. Most learners complete the online portion in approximately 1 hour, 30 minutes. Instructors will confirm that all participants have completed the online portion, through the Red Cross portal, before they will be allowed to attend the skills session. The skill sessions will be offered in the fall and spring under the direction of SBISD Athletic Trainers, so that coaches may complete their certification within 60 days of taking the content portion online. Access the online portion using the following link: <http://redcrosslearning.com/course/f1d6cbd0-c610-11e6-8cb1-fd6cba7ba1e9>.

B. First Aid Certification--All Spring Branch ISD Coaches must maintain a current American Red Cross *First Aid, Health and Safety for Coaches* certification. This course is offered online through the National Federation of High Schools at their NFHS Learn website (www.nfhslearn.com). SBISD coaches needing the course will receive access to the course through an email from admin@nfhslearn.com as arranged by Records Management and MS Budget Specialist, Jessica Escobar Galvez. Following completion of the course, HS coaches should submit a certificate of completion to their Athletic Trainer. MS coaches should submit a certificate of completion to their CAC. The CAC will submit all paperwork to the Records Management and MS Budget Specialist to be uploaded into Rank One.

C. Concussion Education Program - With the implementation of HB 2038, all UIL coaches are required to complete two (2) hours of concussion education every two (2) years. This training will be offered online through Houston Methodist/Eduhero Concussion Awareness Training which is certified through TEA and approved by the UIL to offer the concussion training course. Through the course link, <https://www.eduhero.net/product.php?d=289>, this course is being offered online at no cost to coaches. A test must be passed at the completion of the course. When the test is passed, a certification of completion should be shared with the HS Head Trainer (HS coaches) or Campus Athletic Coordinator (MS coaches). In addition, the *SBISD Return-to-Play Protocol* will be reviewed annually by the Head Athletic Trainer with the campus and feeder pattern coaching staffs.

D. UIL Coaches Certification Program (CCP) - All SBISD UIL Coaches must complete this program annually. According to the *UIL Constitution & Contest Rules*, “all coaches shall annually complete the UIL Coaches Certification Program prescribed by the UIL prior to their sport season or prior to the first day of school if their sport is not in season.” Coaches who have not done so will be required to register on RegisterMyAthlete.com, which is accessed at <http://www.uil.utexas.edu/>. A coach new to the system will need to create a new account to access Register My Athlete. Veteran coaches new to SBISD who have a profile in the UIL portal will need to edit their profile to reflect their new school location and position. The UIL Rules & Compliance Program requires each coach to complete a series of modules related to the sport they will coach. If a coach does not register for each specific sport they are scheduled to coach, then they will not have access to the modules they are required to complete. Registering for the sport they coach also gives a coach access to communications related to that activity from the UIL. Please go to the UIL website and follow the specific directions provided to register. Coaches will not be required to submit certificates of completion to their CAD or CAC. SBISD Athletics will be able to confirm completion of CCP for all coaches through the UIL portal. There is no fee for this course.

Middle School coaches are required to complete the following:

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

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

E. Best Practices in Tackling Certification (Football Coaches Only)-All MS and HS football coaches are required to become certified in teaching tackling as part of the official UIL Coaches Certification Program. The training is available in two formats. The first option is on-site training offered by the THSCA. The second option is an online platform through the Atavus website. Visit <https://www.atavus.com/texas>. There you will be redirected to the online certification website. Register with Atavus and gain

access to the online certification. Results from the final exam will be posted in the UIL portal after completing the training. Certifications are valid for two football seasons. Coaches will not be required to submit a certificate of completion to their CAD or CAC. All HS football coaches must be certified prior to the start of their season. All MS football coaches must be certified prior to the start of school. Coaches who have not been certified through Atavus should complete 1.0 training while those with prior certification in Atavus will complete 2.0. If 1.0 and 2.0 Atavus certifications have been obtained, no further training is required by the UIL at this time.

F. NFHS Fundamentals of Coaching in Texas Course - The UIL mandates that all coaches *new to the profession or new to the State of Texas* must complete the Fundamentals Coaching in Texas Course. This is an online course which is available through the UIL Portal. SBISD coaches needing the course will need to register for the course through the Portal. Coaches will not be required to submit a certificate of completion to their CAD or CAC. There is not a fee for this course.

G. NFHS Sport Specific Course - SBISD Athletics mandates that all coaches new to coaching a particular sport shall complete a NFHS course in that sport. This is an online course that is available at <https://www.nfhslearn.com/>. There is a fee which is refundable. Coaches will register and pay for the course and upon completion, submit a receipt and certificate of completion to Athletic Records Management and MS Budget Specialist, Jessica Escobar Galvez, in the Athletic office for reimbursement.

H. REQUIRED STAFF DEVELOPMENT IN AUGUST, 2023

All SBISD coaches are expected to attend the full day of Athletic Department Staff Development that will be held on Monday, August 11th, 2023 from 8:30am-3:30pm at Don Coleman Coliseum. The agenda that day will include required and elective offerings that will provide our coaches with a myriad of opportunities for growth.

COACHING CONFERENCES AND CLINICS

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

A. OUT-OF-TOWN TRAVEL PROCEDURES FOR STAFF AND COACHES

1. Each person should complete the **Travel Request Form** requesting permission to attend a professional meeting **at least 10 working days in advance of the trip**. You can find this form on the Athletic Webpage under **Coaches Resources** (you may save this form to your computer for future use). High school coaches should fill out and submit the Travel Request Form to your Campus Athletic Secretary. Middle school coaches should send the Travel Request Form to Jessica Escobar Galvez, Athletic Records Management & MS Budget Specialist.

2. Be sure to include an accurate estimate of your expenses (excluding Texas sales tax). Please be aware of the maximum amount you are allowed for reimbursement. Contact your CAD/Campus Athletic Secretary or CAC/Jessica Escobar Galvez for this information.

3. Each person will make their own travel arrangements using the most economical travel available. Reimbursement for automobiles will be at the approved district mileage rate. Round trips in excess of 500 miles will be reimbursed at the cost of air coach travel.

4. **MEALS-** Maximum meal and gratuity expense will be \$50 per day. If certain meals are included in the hotel or conference fees, do not estimate this cost on the Travel Request Form.

Breakfast- Reimbursed at \$10 per breakfast. ** You must leave Houston before 7am to qualify for breakfast reimbursement on the first travel day.

Lunch- Reimbursed at \$15 per lunch. No alcohol may be consumed during contract hours nor will it be reimbursed.

Dinner- Reimbursed at \$25 per dinner. No alcohol can be reimbursed and should not be consumed while on a school trip with student-athletes. ** You must arrive home after 6pm on the final day of travel to qualify for dinner reimbursement.

MEALS-BREAKDOWN (MEALS INCLUDE STATE TAX)

Meal amounts are \$10, \$15 and \$25 based on travel times of 7:00am to 6:00pm.

Date	B	L	D	Total
7/18		15	25	\$40.00
7/20	10			\$10.00
				\$50.00

HS coaches should submit their completed requests to your Campus Athletic Secretary. MS coaches should email their completed requests to Jessica Escobar Galvez.

5. Employees should attempt to stay at the conference hotel as their rates are generally lower. Staff members staying at hotels within the state should complete and bring along the Hotel Occupancy Tax Exemption Form at the time of check-in to qualify for tax-exempt status. The district cannot reimburse state taxes that are charged to you. You can find this form by clicking on the link below or on the Athletic Webpage under Forms.

<https://resources.finalsite.net/images/v1528905420/springbranchisdcom/emeyehvmt9v2eeofhsz2/HOTEL-TAXEXEMPT.pdf>

6. When sharing a room and splitting the costs of a hotel room, both coaches names must appear on the receipt.

7. Miscellaneous expenses include the following: cabs, tollbooth fees, phone calls (local and long distance), parking, and rental car when flying. The district is not allowed to pay for baggage fees when flying.

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

- a. Registration fees
- b. Hotel
- c. Airline tickets
- d. Rental cars
- e. Single expenditure over \$20 (excluding meals paid from general funds).

9. **RETURNING FROM A TRIP-** Upon return from your trip, fill out the **Travel Reimbursement Form** within ten (10) days of attending the clinic to be reimbursed. High school travel reimbursement forms and supporting paperwork should be submitted to your Campus Athletic Secretary. Middle school travel reimbursement forms and supporting paperwork should be submitted to Jessica Escobar Galvez. You can find this form on the Athletic webpage under **Coaches Resources** (link below). Scroll to the **Employee Expense, Travel Forms and Out-of-District Professional Development Credit** section and click on **Travel Reimbursement Form**.

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

B. WORKSHOP/CLINIC REIMBURSEMENT PROCESS FOR TRAVEL WITHIN 50 MILES

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

ATHLETIC EQUIPMENT AND FACILITIES

A. EQUIPMENT AND INVENTORY

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

B. MAINTENANCE

Each SBISD Head Coach is responsible for the general care and maintenance of his/her facility. All work orders must be submitted to the Assistant Principal or other designee in charge of work orders. The head coach should work with the CAD/CAC and Athletic Department

regarding any safety concerns or time-sensitive issues as soon as possible so that these matters can be appropriately escalated.

C. BUILDING MODIFICATIONS

SBISD Board Policy CV

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

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

All alterations and additions to structures or grounds of any school building of the District must have the prior approval of the principal, CAD/CAC, and District Athletic office before advancing to the Associate Superintendent for Operations or designee for their approval. The plan for alterations and additions will include all structures, athletic fields, courts or accompanying structures. Also included are any alterations or installation of bookcases, cabinets, permanent equipment, anything to be attached to the building (inside and outside), and any other equipment that has not had prior approval for installation in the school building. Painting of any portion of a building or equipment and the purchase and use of maintenance and operations equipment and supplies must also advance through the proper channels of approvals (listed above) before work can commence.

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

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

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

- The use of Job Order Contracts
- The evidence of the necessary insurance thresholds on the part of all vendors
- The evidence of workman's compensation on the part of all vendors
- The bidding of the contract in the event that the amount of the project requires the bid process
- The necessary background checks, fingerprinting and badging of those individuals who will work on school property.
- For assistance with the background check process, please contact Records Management and MS Budget Specialist, Jessica Escobar Galvez, for assistance.
- Modifications made with funds through a school activity account should also be reviewed and approved by the CAD/CAC, school administration and central athletic department before proceeding.

D. ATHLETIC FACILITY RESERVATIONS

The scheduling of district athletic facilities will be handled by the Athletic Operations Manager, Lori Moreno, with the approval of the Executive Director of Athletics or designee. The

scheduling of the WW Emmons Natatorium will be overseen by Natatorium Facilitator, George Kutac. The Athletic Facility Rental Application must be submitted to Lori or George to secure the scheduling of an athletic facility or the natatorium.

**The form is on the SBISD Athletic website on the *Athletic Facilities and Rentals* page.

<https://resources.finalsite.net/images/v1566579981/springbranchisdcom/neqaocpp4bfptpv6ddvk/SBISDAthleticRentalApplication2.pdf>.

1. SBISD Athletic teams that are in season have first right to the facilities and do not require the submission of a facility rental application.
2. Scheduling of the athletic facilities for athletics, ancillary school group, and approved club sport practices must be administered by the Campus Athletic Department.
3. All camps and clinics for SBISD athletic teams and ancillary groups must be submitted to the SBISD Athletic Department for approval. This process will ensure that facilities are not inadvertently double-booked and the interests of all SBISD student groups are given priority.
4. Facility reservations for non-SBISD athletic activities must be submitted directly to Lori Moreno, Athletic Operations Manager. Approval will only be given by the District Athletic Department with the support of the CAD/CAC, Campus Administration and HS Head Coaches that use the facility.
5. Facility reservations for practices by recognized high school club sports teams will be submitted to the Assistant Campus Athletic Directors to be administered per GKD local and regulation board policies and with the approval of the Campus Administration and CAD.
6. Coaches do not have the authority to use facilities for their personal gain or pleasure. Coaches do not have the authority to authorize the use of school facilities by others. These actions would be in direct violation of the Texas Education Code of Ethics (Standard 1.2).

STUDENT ATHLETE INFORMATION

ELIGIBILITY

The University Interscholastic League (UIL) is the governing body for public school interscholastic athletics in Texas. The following guidelines are from the University Interscholastic League Constitution and Contest Rule Manual, section 400.

A. GENERAL HIGH SCHOOL ELIGIBILITY REQUIREMENTS

Subject to other sections of this subchapter, an individual is eligible to participate in a UIL varsity contest as a representative of a member school if that individual:

1. is not a high school graduate (Refer to Section 405);
2. is a full-time, day student in the member high school the student represents; or is a non-enrolled (home schooled) student seeking participation and is in compliance with all provisions included in section 33.0832 of the Texas Education Code (Refer to Section 406, academic exception, Official Interpretations 08-09-10, 99-04-20, 10-03-12 and 00-09-13, Appendix I).
3. has been in regular attendance at the member school since the sixth class day of the present school year or has been in enrolled and in regular attendance for 15 or more calendar days before the contest or competition (student becomes eligible on the fifteenth day) (Refer to Section 407 and Official Interpretation 95-11-09, Appendix I);

4. is in compliance with rules of the State Board of Education; (Refer to Section 404 and state law regarding credit requirements and grades (the school shall verify a student's grades on the basis of the official grade report and independently of involvement by the student);
5. has the required number of credits for eligibility during the first six weeks of school (Refer to Section 411);
6. is enrolled in a four-year program of high school courses (Refer to Section 408);
7. initially enrolled in the ninth grade not more than four years ago nor in the tenth grade not more than three years ago (Refer to Section 408 and Official Interpretation 07-04-18, Appendix I);
8. was not recruited (Refer to Section 5 and Section 409);
9. is not in violation of the Awards Rules (Refer to Section 480); and
10. music competition in Section 402, and/or for athletic competition in Section 403.

B. UIL C&CR SECTION 360: NON-DISCRIMINATION POLICY

Except as provided for below, no student otherwise eligible under Subchapter M of the Constitution shall be denied, because of disability, race, color, gender, religion or national origin, the equal opportunity to try out for, and, if selected, participate in the Academic, Music, and Athletic Plan contests offered by the member school districts.

- a) Member schools may not permit boys to try out for or participate under the Jr. High School or High School Athletic Plans designated for girl's teams.
- b) Member schools that offer Cross-Country, Golf, Swimming, Tennis, Track and Field and/or Wrestling individual athletic plans may not permit mixed plans for boys and girls in those activities.
- c) Member schools offering mixed or coed Team Tennis in which the game rules designate a certain number of team participants from each gender, may not permit boys to qualify for girls' positions on the mixed teams or girls to qualify for boys' positions on the mixed team.
- d) Girls may try out for, and if selected, participate on the corresponding boys' team if the member school does not offer a corresponding girls' plan for basketball, and/or soccer. Otherwise, a member school that offers any of these plans may not permit boys to participate on the girls' teams, nor girls to participate on boys' teams in these activities. UIL considers the following to be corresponding sport athletic plans: boys and girls basketball; boys and girls soccer.
- e) Girls may try out for and, if selected, participate in the Junior High School or High School Football Plan.
- f) Girls may try out for and if selected, participate in the Junior High School or High School Baseball Plan, however, girls shall not participate in both baseball and girls' softball at the same time.
- g) Boys may not wrestle against girls, and vice versa. This prohibition is only applicable when the contest is held in Texas or in any other state that sponsors wrestling programs for both boys and girls.
- h) Gender shall be determined based on a student's birth certificate as outlined in Section 33.0834 of the Texas Education Code. In cases where a student's birth certificate is

unavailable, other similar government documents used for the purpose of identification may be substituted.

Our policy as a district is to follow the UIL Constitution & Contest Rules and in reference to h), Texas Education Code, Section 33.0834, that states that gender shall be determined based on a student's birth certificate and clearly defines that the birth certificate to be considered is the one entered at or near the time of birth. In cases where a student's birth certificate is unavailable, other similar government documents may be substituted for the purpose of identification with the same rules. 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 gender identity.

C. PROCEDURES TO BE FOLLOWED FOR STUDENTS NEW TO ATHLETIC PROGRAM

1. A High School Coach should not engage in discussion of any length with a parent/student regarding their program if they do not reside in their attendance zone.
2. A High School Coach of a sport should refer any parent/guardian of a non-enrolled student to administration or school registrar for information on school enrollment.
3. A High School Coach who is approached by a parent/guardian of a non-enrolled student about their program should report this occurrence to their Campus Athletic Director. The CAD will be responsible for alerting the Executive Athletic Director.
4. Once a student has been enrolled, the coach of the new school is to contact the coach of the former school to discuss the student's enrollment and previous participation in the former athletic program.
5. A hard copy of Page 1 of the previous Athletic Participation Form (PAPF) must be completed by every student-athlete that intends to participate in HS athletics. A PAPF is required at the time of enrollment even if the student-athlete is not Varsity level.
6. Should a PAPF warrant the need for page 2, an electronic PAPF, which includes page 1 and page 2 will need to be initiated in the UIL portal.
7. When signed off by DEC, the Head Coach will be contacted through the portal. A copy of the approved PAPF should be kept in the Compliance Notebook #1.
8. Students may only play sub-varsity until a PAPF is fully processed and approved.
9. Once a PAPF is approved by the DEC, this still doesn't mean an athlete is eligible. It must be approved by the UIL.
10. Additional steps, including the initiation of a UIL waiver, may be required to secure varsity eligibility.
11. Packets containing Verification of Residence form, utility bill, page 1 of the PAPF and birth certificate should not be submitted to the UIL Compliance Specialist and must stay in Notebook #1 for review and approval by the Athletic department.

D. ACADEMIC REQUIREMENTS (NO PASS NO PLAY)

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

Eligibility for UIL Participants for the First Six Weeks

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

- Students beginning grades nine and below must have been promoted from the previous grade prior to the beginning of the current school year.

- Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
- Students beginning their third year of high school must have earned a total of ten credits which count toward high school graduation credits or have earned a total of five credits which count toward high school graduation requirements during the 12 months preceding the first day of the current school year.
- Students beginning their fourth year of high school must have earned a total of fifteen credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.
- A non-enrolled (home schooled) student seeking participation for the first six weeks in accordance with section 33.0832 of the Texas Education Code must demonstrate grade-level academic proficiency on any nationally recognized, norm-referenced assessment instrument, such as the Iowa Test of Basic Skills, Stanford Achievement Test, California Achievement Test, or Comprehensive Test of Basic Skills prior to the first day of school.
- A non-enrolled student demonstrates the required academic proficiency by achieving a composite, core, or survey score that is within the average or higher than average range of scores, as established by the applicable testing service. For purposes of this subsection, a school district shall accept assessment results administered or reported by a third party.

Exceptions:

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

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

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

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

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

All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine

or twelve weeks in length. Students who pass remain eligible until the end of the next grading period. All athletic coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three-school week evaluation periods for ineligible students.

- In accordance with section 33.0832 of the Texas Education Code, the parent or person standing in parental relation to a non-enrolled (home schooled) student participating in a league activity on behalf of a public school must periodically, in accordance with the school's grading calendar, provide written verification to the school indicating that the student is receiving a passing grade in each course or subject being taught.
- All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are academically eligible until classes resume in January. The same is true for the summer recess and fall and spring breaks provided those breaks consist of at least a full calendar week.
- Students in year-round schools are academically eligible during intersessions.
- If a grading period or three school week evaluation period ends on the last day prior to a school holiday of one calendar week or more (e.g. spring break, winter holidays), the seven calendar day grace period to lose eligibility and the seven calendar day waiting period to regain eligibility begin the first day that classes resume.
- Students lose eligibility for a three school week period. For purpose of the law, "three school weeks" is defined as 15 class days. Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a "school week" for purpose of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday. A school district may request an exception from UIL officials to the two day school week in the event of a disaster, flood, extreme weather condition or other calamity as listed in TEC §42.005. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. After the first six weeks of the school year, academically ineligible students in schools with six week grading periods have one opportunity to regain eligibility after the first three school weeks of the grading period; students in a nine week grading period have two opportunities, one at the end of the first three school weeks and one at the end of the first six school weeks. Students who fail to regain eligibility at the evaluation period remain ineligible until seven calendar days after passing a grading period.
- Note: When computing eligibility calendars, it is helpful to remember that the seven day grace period after the grading period contains school week one of the three school week evaluation period. Also seven calendar day grace and waiting period is always applicable after grading periods and evaluation periods.

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

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

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

E. EXEMPT COURSES as listed in Policy FM (LEGAL) revised by Spring Branch ISD Board of Trustees:

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

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

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

Middle School:

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

F. FORMS AND INFORMATION

An athlete will not be permitted to try-out for any sport without **COMPLETION of all Spring Branch ISD Athletic Participation forms, including the UIL pre-participation Physical Examination (electronic)**. The forms in the Participation Packet should be fully completed and signed by parent/guardian. They include:

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

ATHLETIC CODE OF CONDUCT

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

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

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

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

It is the responsibility of each Head Coach to review the UIL and SBISD Student-Athlete's Codes of Conduct as well as all program expectations and team guidelines prior to the start of the season with all student-athletes and their parents/guardians. Student-athletes and their parents/guardians should be aware that failure to abide by these policies may result in disciplinary consequences and/or removal from athletics.

B. DISCIPLINARY CONSEQUENCES

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

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

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

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

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

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

If an athlete is ejected or suspended from a contest by an official or coach, it is the coach's responsibility to immediately notify the SBISD Executive Athletic Director, CAD/CAC, the Campus principal, the student-athlete and their parents/guardians of the ejection and automatic penalty for the ejection according to the UIL rules. Regardless of whether the UIL has formally notified the district of the ejection, it is expected that the athletic program involved will enact the automatic penalty for such an ejection. Failure to do so will result in the forfeiture of all ensuing contests in which the student-athlete competes and disciplinary action leveled against the coaches involved. A second ejection may lead to suspension from the team.

In addition,

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

D. POSSESSION OR USE OF ILLEGAL DRUGS OR ALCOHOL

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

E. ASSAULT OF AN OFFICIAL BY A STUDENT-ATHLETE(C&CR Section 1207(a)(1)

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.

- (1) An individual who commits an offense under section 22.01 C 2 of the Texas Penal Code (assault of a sports participant) while participating in UIL contests will subject themselves and any school with which they are affiliated to the full range of penalties in sections 27 and 29 of the constitution, up to and including disqualification and suspension.

C&CR Section 27(a)(2)

(2) *Individual Suspension.* If the State Executive Committee finds that a student has failed to comply with the rules it may suspend the student from competition, including practices, in all germane activities for one (1) day to three (3) years. Suspension may include a probationary period of up to three (3) years, and may include any reasonable conditions, which, if not fulfilled, may result in additional suspension. In regard to a student who intentionally, knowingly, or

recklessly causes bodily injury to a person serving as referee, judge, or other official of an extracurricular activity, see section 33.081 e-1 of the Texas Education Code.

TRANSPORTATION OF STUDENTS

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

A. PROCEDURE FOR SECURING SBISD TRANSPORTATION

SBISD school buses are to be used to transport all athletic groups whenever possible. High school athletic trips are to be within a 100-mile radius of the school district except for playoff contests beyond this limit. High School athletic trips beyond the 100-mile radius must have the approval of the Director of Athletics office and will be funded by the program's activity account. Transportation requests are submitted online through the School Dude online system. All drivers must have a Random Drug Screening form on file. Forms may be obtained from Claudia Solorzano in the athletic office.

B. PROCEDURE FOR SECURING ATHLETIC DEPARTMENT VEHICLES

When a school bus is not practical because of distance and size of group, transportation may be in a SBISD Athletic Department vehicle. To submit a request for a department vehicle, complete the online form at <https://docs.google.com/forms/d/e/1FAIpQLScCXTnRCpSZm-cpT3oKRUH1icYFg4ddsF2aqcVrRSDIcLE1JA/viewform>. Claudia Solorzano will contact you to confirm the reservation.

C. PROCEDURE FOR SECURING CONTRACTED VEHICLES

When a school bus is not practical because of distance and size of group, transportation may be in a contracted vehicle. Steps 1-6, below, apply to vehicles secured for elective trips by a school team. The Director of Athletics and Coordinators of Athletics will secure contracted vehicles for all post-season travel.

1. The use of contracted vehicles must be approved by the Executive Director of Athletics or designee from a list of district approved vendors.
2. The head coach shall work with their designated Coordinator of Athletics or Director of Athletics and/or Claudia Solorzano, to arrange the contracted vehicle being utilized.
3. The Head Coach should submit an electronic copy of the contract to their designated Coordinator of Athletics or Director of Athletics who will send it to Purchasing to be reviewed and approved.
4. No contract for a contracted vehicle should be signed by a coach, even if the funds being used to pay for the contracted vehicle are coming from a team's activity account.
5. Athletic booster clubs should not pay for contracted vehicles directly; with permission of the school principal, they may donate funds to the school, which could be placed in a team's activity account to pay for the contracted vehicle.
6. Any donations of \$5,000 or more must go to the school board for approval through the submission of a Gift Acceptance form.

D. TRAVEL BY SBISD TEAMS TO NON-ATHLETIC ACTIVITIES

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

E. TRAVEL BY STUDENT-ATHLETES TO OFF CAMPUS PRACTICE

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

F. STUDENT TRAVEL RELEASE

An Early Release Form needs to be submitted for approval by the Campus Principal and CAD for any student trip which will cause athletes to miss academic classes. All SBISD athletes must travel with the team. All athletes must return with the team unless, prior to the trip, a parent or guardian has completed a ***STUDENT TRAVEL RELEASE FORM*** that allows the student-athlete to be released to the custody of the parents at the completion of the activity or event.

G. USE OF SCHOOL TRANSPORTATION TO AND FROM AWAY CONTESTS

It is the expectation of our department that our teams will use school transportation to travel to and from away contests. Coaches should never arrange to have their team meet them at an away contest and forgo the use of district provided transportation. Coaches should not ask student-athletes' parents to drive their children to an away contest or allow student-athletes to drive to the site of an away contest and meet there as a team. Coaches should not ask student-athletes' parents to pick their children up from an away contest in order to forgo the use of district provided transportation for the drive home. These instances would be violations of district policy and would be grounds for disciplinary action.

H. TRANSPORTATION OF STUDENT-ATHLETES BY COACHES IN PERSONAL VEHICLES

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

I. TRANSPORTATION OF COACHES BY STUDENTS IN PERSONAL VEHICLES

Coaches should not ask students to, nor should they be transported in student-athletes' personal vehicles by students at any time.

J. SUPERVISION OF STUDENT-ATHLETES ON BUS

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

OVERNIGHT TRAVEL PROCEDURES (FMG Local Board policy)

A. GUIDELINES

1. All coaches wishing to take a team on an overnight trip are expected to review and be familiar with all guidelines outlined in FMG Local Board policy prior to the initiation of any overnight trip.

2. No more than one day of instruction may be missed for trips (in-state or out-of-state) per group per school year unless approval is granted by the principal and the Superintendent or designee.
3. Only students who are part of the performing group may participate in trips that require missing school unless authorized by the principal.
4. Extended trips requiring three or more days of absence from school or travel to a foreign country will require approval from the Board.
5. Students will not participate without consent of a parent or guardian [FMD (Exhibit) C and D].
6. District personnel must accompany students on all school-sponsored trips and will assume responsibility for the students' proper conduct.
7. An administrator or designee must accompany students on all overnight trips.
8. The adults supervising any student trip will take with them copies of each student's medical authorization form for trips [FMG (Exhibit) E & F].
9. The principal must approve all chaperones.
9. There must be a ratio of one chaperone per ten students for grades 6-12.
10. At least three weeks prior to a trip, a person who is not a district employee and is planning to be a chaperone must submit an electronic volunteer application through the district communications website. A person will not serve as a chaperone for any school trip unless he/she has been approved by the District.
11. When both male and female students participate in a school-sponsored overnight trip, they will be accompanied by at least one male and one female chaperone.
12. The expenses of the approved chaperones and bus drivers for school sponsored trips must be incorporated into the trip budget. Bus drivers are not considered chaperones.
13. Coaches and chaperones are responsible for enforcing the Code of Conduct discipline on the entire trip, including travel.
14. The head coach should contact the principal, CAD and Executive Athletic Director or her designee if a student violates the Code of Conduct while on the overnight trip for guidance on how to proceed.
15. Chaperones will make periodic head counts of the student-athletes, as well as at designated times with the large group.
16. The coach, chaperone or designees should handle and dispense all medications. The District health services medication administration record (see FMG Exhibit-I) should always accompany medications from the school nurse.
17. Each school coach must maintain accurate record of extracurricular absences for each student each year. 10 absences through district competition and 5 absences for post-district competition, with an ability to request 2 additional absences for UIL state competition only is what's allowed.
- 18. No parent, coach or booster can sign an agreement or contract on behalf of the program. All agreements and contracts must be submitted to Athletics for review before they are forwarded to Purchasing for signature/approval.**

B. OVERNIGHT TRIP REQUEST FORM FOR NON POST-SEASON TRAVEL

1. Coach must complete the SBISD Overnight Trip Request form (available on SBISD Athletic website).
2. Coach must attach copy of tournament bracket and/or letter of invitation.
3. Coach must ensure that student-athletes traveling miss no more than one (1) day of school per activity or event.
4. Entry fee may be paid by SBISD athletic department if funds are available.
5. Transportation, lodging and meals will not be funded by the District Athletic Department.

6. Transportation and lodging contracts must be reviewed by the SBISD Purchasing Department before being signed by the coach. This should be submitted to the Assistant Athletic Director who will submit it to Purchasing.
7. Coach must obtain approval and signatures of CAD and principal at least two months prior to the trip, except for:
 - a. UIL activities, including advancement to regional and state levels of competition.
 - b. Individual performances or competitions, including advancement to regional, state and national levels.
 - c. Completed and approved form is to be forwarded to SBISD Executive Director of Athletics for approval/signature.
 - d. Copy of form to be kept on file with head coach, athletic director and campus principal.
8. **All payments must be paid from a Spring Branch ISD fund or activity account. No direct payments should be made by the athletic booster club or parents.**

C. OUT-OF-DISTRICT TRAVEL PROCEDURES FOR POST-SEASON TRAVEL

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

1. Each head coach should complete the **Expense Request Form** within 24-48 hours after qualifying for a post-season event. Please be sure to include an accurate estimate of all expenses (excluding Texas sales tax). This allowance will be sent by "Direct Deposit" to the head coaches account. You can find this form on the Athletic webpage under Coaches' Resources. Please e-mail the completed form to Claudia Solorzano, the Athletic Budget and Procurement Specialist.
2. Each head coach should refer to the **Overnight Trip Checklist** and complete all requirements within three days after qualifying for a post-season event. You can find these forms on the Athletic webpage under Coaches' Resources. Please e-mail the required forms to the Budget & Procurement Specialist, Claudia Solorzano.
3. If an Athletic Department vehicle is available that will accommodate the trip planned, then that will be secured through the department designee. If not, Claudia Solorzano, the Director of Athletics or Coordinator of Athletics will make your transportation arrangements through Enterprise. You should have a female chaperone when transporting female students in a district or rental vehicle, and a male chaperone when transporting male students in a district or rental vehicle. The Director of Athletics or Coordinator of Athletics and SBISD Transportation will arrange for a charter bus if necessary.
4. **MEALS** - Maximum meal and gratuity expense will be \$38 per day. If certain meals are included in the hotel, do not estimate this cost on the Expense Request Form. The head coach should bring the **Sales Tax Exemption Form** needed for meals. You can find this form on the Athletic webpage under Coaches' Resources. No alcohol may be consumed during the trip.
 - a. Breakfast - Reimbursed at no more than \$8 per breakfast. You must leave Houston before 7am to qualify for breakfast reimbursement on first travel day.
 - b. Lunch - Reimbursed at no more than \$12 per lunch.
 - c. Dinner - Reimbursed at no more than \$18 per dinner. You must arrive home after 6pm on the final day of travel to qualify for dinner reimbursement.
 - d. The Director of Athletics or Coordinator of Athletics will make your hotel arrangements. The head coach should complete and bring the **Hotel Occupancy Tax Exemption Form** with them at the time of check in to qualify for tax exempt status. You can find this form on the Athletic webpage under Coaches' Resources.
 - e. Original, **itemized** receipts are required for the following:

- i. Hotel (if necessary)
 - ii. Food
 - iii. Enterprise rental car(s)/van(s)
 - iv. Gas for rental vehicle
 - v. Toll fees
 - vi. Parking fees
- f. RETURNING FROM A TRIP – When you return from your trip, you will have 10 days to submit all receipts and money (if necessary) to your Campus Athletic Secretary. Please be aware of the maximum allowance which includes the gratuity expense. Monies spent over the maximum allowance will not be reimbursed, and you are responsible for this overage. Monies under the maximum allowance must be returned to your Campus Athletic Secretary along with all receipts.
- g. If you have any questions, please contact:
 - i. Your Campus Athletic Secretary
 - ii. Claudia Solorzano at 713-251-1216 or claudia.solorzano@springbranchisd.com.
 - iii. Your Assistant Athletic Director

GENERAL SPORTS PROGRAM GUIDELINES

A. PARTICIPATION IN MULTIPLE SPORTS

1. SBISD Athletic Department Guidelines allow and encourage a student-athlete to compete in multiple sports as long as the student-athlete can abide by all team rules and regulations. The athlete's communication with each program's coach regarding interest and scheduling is imperative. No coach shall discourage any athlete from participating in multiple sports.
2. A student-athlete who decides to quit one sport and enter another will be ineligible for participation in another sport until the end of the season for the sport for which he/she has quit, or unless the head coaches of both sports mutually agree to the student/athlete's participation and with approval of the CAD. A student-athlete quitting a sport after the first contest will forfeit any award for that sport.
3. The SBISD Athletic Department does not endorse player cuts but realizes that there are certain sports where cuts are necessary due to program management concerns or financial constraints.

B. OUTSIDE PARTICIPATION

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

C. PARTICIPATION PHILOSOPHY

1. It is the SBISD Athletic program philosophy that all student-athletes at the sub-varsity and middle school levels should have the opportunity to participate in game competitions provided they meet eligibility requirements and are in good standing.
2. At the varsity level, teams are playing to win the contest, and as such, playing time may be allocated with that end in mind.

D. TEAM RULES

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

E. ATHLETIC AWARD GUIDELINES

1. Major Varsity Awards (letter jacket, blanket, and sweater) are awarded one time to an individual student-athlete during the course of their high school career. A Major Varsity Award is awarded for the first varsity letter an athlete receives.
2. Letter jackets are paid for by SBISD Athletics for UIL sports participants.
3. A student-athlete who does not complete the season in good standing will forfeit any award for that sport.
4. Senior athletes who have not yet received a varsity award as members of an athletic program may, at the Head Coach's discretion, be allowed to measure for their jacket at the beginning of their senior year so they may receive their letter jacket early.
5. Head coaches will send the list of those student-athletes who should be measured to the Campus Athletic Secretary, as well as the letter jacket representative.
6. The letter jacket representative will provide each coach with information about the ordering process for their student-athletes prior to the measuring date.
7. Each head coach should make every attempt to be present at lunch when their student-athletes are being measured for their jacket by the letter jacket company.
8. If student-athletes elect not to be measured for a jacket or receive a blanket or sweater, the head coach needs to make the Campus Athletic Secretary aware of this decision.
9. Head coaches and the Campus Athletic Director will review all letter jacket orders to be sure that the student's request is appropriate before the order is approved by Athletics.
10. Letter jacket orders will be received by the Campus Athletic Secretary on each campus for distribution to the head coaches who will be responsible for getting the jackets to their student-athletes.

F. CRITERIA FOR LETTERING

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

appropriate awards based upon recommendation of Head Athletic Trainer. Lettering criteria for each sport should also be submitted to the CAD and communicated to the parents of athletes via the Pre-Season Parent Information Meeting.

PARENT COMMUNICATION

A. GENERAL GUIDELINES

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

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

Communication coaches should expect from parents/guardians:

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

B. PARENT MEETING

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

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

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

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

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

The staff members who should be in attendance are:

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

C. Contacting Parents Regarding Pre-Season Parent Meeting

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

D. Agenda Items for Parent Meeting

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

1. Introduce Staff
2. Coaching Philosophy/Team's style of play/New rules of sport/inherent dangers of sport
3. Game schedules, Rank One, Game changes
4. Practice schedules and times, length of practices and games, criteria for being selected on squad
5. Coaches' email addresses/conference periods
6. Methods of communication to be used between coaching staff, student-athletes & parents (see p.23)
7. SBISD Athletic Website information/Team website/Rank One
8. Telecommunication Devices in Locker Rooms

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

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

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

8. Review Amateur Athletic Rule/UIL Eligibility Rules
9. Sportsmanship expectations for athletes and fans, UIL Parent Manual
10. Philosophy regarding multiple sport participation

11. School Athletic Program Drug and Alcohol Policy for the campus athletic program
12. Grades and Eligibility and location of Eligibility calendar and exempt course list on Athletic website
13. UIL Player Code of Conduct
14. UIL automatic suspension for player ejection rule
15. HB 2721 Assault of a Sports Official by a Student-Athlete
16. SBISD Athletics policy regarding ejection of fans
17. SBISD Athletics policy regarding assault of an official by a spectator
18. Lettering Policy (HS)
19. Transportation policy
20. Booster Club opportunities (HS)
21. Sports Medicine policies
22. NCAA Eligibility Center as a resource
23. Social media concerns
24. Hazing and bullying
25. Texting policy of the district/ Use of Remind 101/Use of sportsYou app
26. Ticket prices, SBISD Punch card, Season passes for Varsity FB

OFF-SEASON PROGRAMS

A. ATHLETIC PERIOD GUIDELINES

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

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

B. GRADING PROCEDURES

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

C. STRENGTH & CONDITIONING CAMPS AND SPORTS SPECIFIC CAMPS

Strength and Conditioning Camps and UIL and For Profit Sport Specific Camps must be in compliance with UIL and SBISD guidelines. All camps must be approved by the Campus Principal, CAD/CAC and SBISD Athletic Department prior to the distribution of any information.

CERTIFICATION PROCEDURES FOR COACHES TO DRIVE A BUS

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

NON-SCHOOL SPORTS AND CAMP PARTICIPATION

Student-athletes and coaches must be aware of UIL/SBISD policies, guidelines and regulations in regard to non-school activities. Various UIL restrictions apply and can be accessed by following the link below. <https://www.uiltexas.org/files/athletics/Non-School.pdf>

FINANCIAL GUIDELINES AND RESPONSIBILITIES

A. BUDGET

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

B. PURCHASE ORDER REQUEST AND DELIVERIES

Each CAC/Head Coach is responsible for the purchasing of equipment and supplies needed for his/her sport. Before ordering items for your sport, you must have a purchase order issued from the SBISD Purchasing department. High school coaches may contact their Campus Athletic Secretary and middle school coaches may contact Jessica Escobar Galvez for updated vendor information.

C. PURCHASE ORDERS - REQUISITIONS

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

Notes on Creating a Requisition

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

You Have Completed a Requisition

1. Please send the completed requisition to Director of Athletics/Coordinator of Athletics along with any quotes, attachments, or other miscellaneous information. The Director of Athletics/Coordinator of Athletics will approve high school requisitions and submit them to the Campus Athletic Secretary to be processed. Middle school requisitions will be reviewed and submitted to Jessica Escobar Galvez. The Campus Athletic Secretaries and Jessica Escobar Galvez will submit these through Munis to Purchasing who will generate the purchase order.
2. All high school equipment will be shipped to the Campus Athletic Secretary on each high school campus. She will work with each head coach to confirm that all equipment has been received as ordered. Jessica Escobar Galvez and Lisa Reese will verify receipt of all middle school items and will work with the CAC/Assistant CAC on delivery or pick up of items. No items will be released for pickup until they have been verified.

Miscellaneous Notes

1. Do not order directly through the vendor - a purchase order must be issued to provide a proper paper trail for payment and audit.
2. Do not change your order with the vendor after the purchase order has been sent. If a change must be made, notify the Campus Athletic Secretary (high school), Jessica Escobar Galvez (middle school), the Director of Athletics or the Coordinator of Athletics and together it will be handled properly.

D. HIGH SCHOOL ENTRY FEES

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

PUBLIC RELATIONS

A. ATHLETIC BOOSTER CLUBS

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

1. Gifts or Awards to Sponsor or Coach (C&CR, Section 481)

Individuals who coach, direct or sponsor UIL activities in grades 9-12 may be suspended if:

- (a) They accept more than \$500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to one particular gift.
- (b) They accept money, product or service for entering their student(s) in a contest or other activity;
- (c) This section includes, but is not limited to money, gifts, use of automobiles, insurance, club privileges and any funds tendered by booster clubs for others services;
- (d) It is a violation if coaches and/or their attorney(s) accept money or other valuable consideration for payment of legal expenses incurred to file suit or take other legal action against a school, school district or the UIL.

2. Source of Pay [C&CR, Section 1202 (b)]

Schools shall not pay coaches out of gate receipts, or draw the contracts with coaches in such a way as to make it the financial advantage of a coach to win games. School shall not pay to coaches, and coaches shall not accept, funds gathered by a high school booster club or others sources within the school district.

Of Particular Note:

(From the *UIL Booster Club Guidelines* and the *UIL Constitution & Contest Rules*)

1. Student-athletes are restricted by the athletic amateur rule, which states that athletes cannot accept money or valuable consideration for participating in a UIL sports or allowing their names to be used in promoting a product, plan or service related to a UIL contest.
2. Students are prohibited from accepting valuable consideration for participation in school athletics-anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete (C&CR Section 441(A)(3). Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable.
3. Students may not accept money or other valuable consideration from school booster club funds for any non-school purpose. See Section 441(A) (3), UIL Constitution and Contest Rules.
4. Athletic booster clubs shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.
5. The local school district determines when, how and from whom student athletes can receive meals and snacks.
6. Schools must give prior approval for any banquet or get-together given for students. In SBISD, all pre-season and/or post-season banquets will be coordinated by the Campus Athletic Director and the Head Coach of each sport. Total funding for all athletic banquets will be the responsibility of athletic booster clubs. All sports banquets will be held on campus or other school district facilities.
7. Students may not accept money or other valuable consideration from school booster club funds for any non-school purpose. See Section 441(A) (3), UIL Constitution and Contest Rules.

Additional information can be found in the following resources:

3. UIL BOOSTER CLUB GUIDELINES - <https://www.uiltexas.org/files/booster-guide.pdf>

4. SBISD PTA/BOOSTER CLUB FINANCIAL GUIDELINES MANUAL - https://resources.finalsite.net/images/v1542041252/springbranchisdcom/pxjzhmlfgerwynjmahfb/SBISD_PTA_Booster_Club_Financial_Guidelines.pdf

B. FUNDRAISING

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

C. MEDIA RELATIONS

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

D. ALUMNI RELATIONS

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

E. ATHLETIC PROGRAM PUBLIC RELATIONS

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

F. SOCIAL MEDIA

1. Policies Regarding Use of Electronic Media

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

2. Team Websites

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

SPORTS MEDICINE GUIDELINES (HIGH SCHOOL AND MIDDLE SCHOOL)

A. PHYSICAL GUIDELINES

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

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

The required forms are listed below:

<p style="text-align: center;">ELECTRONIC VERSION PRE-PARTICIPATION PACKET</p>

(Grouped forms online)	
UIL Pre-participation Physical Evaluation – Medical History Physical Examination Form	
Special Medical Information Form	
Authorization to Consent to Treatment of a Minor SBISD Authorization for the Release of Medical Information Form (FERPA) District Athletic UIL Accident Insurance Plan Information District Athletic UIL Accident Insurance Plan Acceptance or Refusal Form	
Spring Branch Independent School District Proof of Insurance Form	
Acknowledgement of Rules Form Parent and Student Agreement Acknowledgement Anabolic Steroid Use Random Steroid Testing Form Concussion Acknowledgement Form Sudden Cardiac Arrest Awareness Form Special Medication Information Forms, if applicable	

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

B. TRAINING ROOM TREATMENT/EVALUATION GUIDELINES

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

1. Treatments are to be administered only to:

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

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

2. All of the above must have a current physical on file in order to receive treatment.
 - a. Only student-athletes who are involved in UIL athletic activities will be treated.
 - b. Any athlete who is under the care of a physician must provide written documentation of treatment protocol, restrictions, and/or release for return to play from the athlete's physician, physical therapist, or chiropractor, as appropriate. All athletes under a medical professional's care for an illness or injury that prevented them from active participation in the activity must have a written release to return to the activity. Parent notes for an illness or injury in such circumstances will not be accepted as a release to return to the activity, even if the parent is a licensed healthcare professional.

C. NON-UIL ATHLETIC INJURIES FOR UIL ATHLETES

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

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

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

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

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

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

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

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

F. HOT WEATHER ATHLETIC GUIDELINES

Considerations to reduce risk factors:

1. Staff will work to educate student-athletes and parents about heat illnesses and prevention. Instruction will include information regarding proper hydration, acclimatization, work/rest ratio, signs and symptoms of exertional heat illness, treatment, dietary supplements, nutritional issues, and fitness status.
2. For student-athletes participating in football, the first five days of practice shall be an acclimatization period for all student-athletes in accordance with the UIL Fall Football Practice Regulations. All student-athletes who arrive after the first day of practice are required to go through the 5-day acclimatization period.
3. The SBISD athletic administrative staff, coaches, and athletic trainers will use the wet-bulb globe temperature (WBGT) to determine whether conditions are unsatisfactory for student outdoor activities due to severe heat. WBGT readings will come from the Perry Weather app that notes the conditions of the closest of six weather stations located in Spring Branch ISD.
4. Practice plans, work/break ratios, hydration breaks, equipment worn and length of practice will be modified as described in the SBISD Hot Weather Guidelines.
5. Readings will be taken before and during every outside event or practice to accommodate accordingly based on adopted guidelines.

6. Student-athletes will have unrestricted access to unlimited amounts of cold water. Appropriate hydration before, during and after physical activity is integral to healthy, safe and successful sports participation.
7. Student-athletes will be allowed to remove themselves from workouts as needed.
8. Student-athletes should weigh each day before and after practice and weight charts checked. Generally, a three percent weight loss through sweating is considered safe and over a three percent weight loss is in the danger zone. Over a three percent weight loss, the athlete should not be allowed to practice in hot and humid conditions. Students should not be allowed to practice until they have adequately replaced their weight.
9. Coaches of indoor sports will modify outdoor workouts accordingly.

Chain of Command

1. Executive Athletic Director or designee.
2. Campus Athletic Director/Campus Athletic Coordinator
3. Head Coach

Means of Monitoring

1. SBISD Athletic department will use all available resources to monitor severe weather activity. Such resources include: Perry Weather weather stations located at sites within Spring Branch ISD, local news stations, and information provided by SBISD Administration.
2. Athletic Trainers at each high school will be responsible for monitoring the weather and recommending the modification or suspension of athletic activities to the Campus Athletic Director and coaching staff as conditions dictate.
3. At the middle school level and any site without an athletic trainer, the CAC/ACAC or athletic facility supervisor/administrator on duty will use the Perry Weather app & supporting resources to monitor weather.
4. In severe hot weather situations, district-wide communication may be initiated by the SBISD Administration announcing outdoor activity modifications.

SBISD Athletics Hot Weather Guidelines

1. SBISD Athletic department will use <https://perryweather.com/> to monitor weather conditions.
2. All coaches are expected to follow the Spring Branch ISD Athletics Hot Weather Guidelines and are responsible for the implementation, modification and/or suspension of athletic activities unless directed otherwise by the Campus Athletic Director, school administration, or Spring Branch ISD administration.
3. Athletic Trainers at each high school will be responsible for monitoring the weather and recommending the modification or suspension of athletic activities to the Campus Athletic Director and coaching staff as conditions dictate.
4. The SBISD Athletic Administrative staff/designees, high school and middle school coaches and athletic trainers will modify work/break times, practice schedules, and the amount of equipment worn based on the SBISD Athletics Hot Weather Guidelines.
5. **A variety of playing surfaces absorb and emit heat differently. Therefore, modifications may be necessary for surfaces such as synthetic turf, hard courts for tennis, etc.**
6. Student-athletes will have unlimited access to water.
7. Coaches will monitor and adjust appropriately for those individuals with special medical conditions.
8. During a team break, all members will be encouraged to kneel or sit in a shaded area or air-conditioned room, with the option to remove equipment (example: helmet, shoulder pads, etc.).
9. In severe hot weather situations, district-wide communication may be initiated by the SBISD Administration announcing outdoor activity modifications.

WBG Reading <small>(wet bulb globe temperature)</small> (Category 3)	Activity and Rest/Break Guidelines
Under 82 F	Normal Activities – No Mandatory Restrictions.
82.1-86.9 F	<ul style="list-style-type: none"> Outdoor practices are limited to 120 total minutes including conditioning and mandatory break times. Each hour of outdoor practice will include no more than 45 minutes of activity and no less than 15 minutes of break time. Student-athletes may be encouraged to remove helmets if not actively participating.
87-90 F	<ul style="list-style-type: none"> Outdoor practices are limited to 120 total minutes including conditioning and mandatory break times. Each hour of outdoor practice will include no more than 40 minutes of activity and no less than 20 minutes of break time. Student-athletes may be encouraged to remove helmets if not actively participating.
90.1-91.9 F	<ul style="list-style-type: none"> Outdoor practices are limited to 60 total minutes including mandatory break times. There must be 20 minutes of rest breaks distributed throughout the hour of practice. No outdoor conditioning. Shorts, t-shirts, and helmets for high school football outdoor practices. Student-athletes may be encouraged to remove helmets if not actively participating.
Over 92 F	No outside workouts for all sports


G. OZONE ALERTS – CAMPUS/DISTRICT PROCEDURES

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

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

www.tceq.texas.gov/cgi-bin/compliance/monops/select_curlev.pl

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

 Air Quality Index for Ozone (based on 8-hr average concentrations)		
Index Values (Conc. Range)	Air Quality Descriptors	Cautionary Statements for Ozone
0 – 50 (0-59 ppb)	Good	No health impacts are expected when air quality is in this range.
51 – 100 (60-75 ppb)	Moderate	Unusually sensitive people should consider limiting prolonged outdoor exertion
101 – 150 (76-95 ppb)	Unhealthy for Sensitive Groups	Active children and adults, and people with respiratory disease, such as asthma, should limit prolonged outdoor exertion
151 – 200 (96-115 ppb)	Unhealthy	Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children should limit prolonged outdoor exertion.
201 – 300 (116-374 ppb)	Very Unhealthy	Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion; everyone else, especially children, should limit outdoor exertion.

H. COLD WEATHER GUIDELINES

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

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

I. UIL Cold Weather Illness Information

Hypothermia: Hypothermia is a decrease in core body temperature.

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

Management:

1. Remove athlete from cold environment.
2. Remove wet clothing and replace with dry clothing and/or blankets.
3. Refer all moderate cases to the emergency room once safe to transport.
4. Treat severe hypothermia as a medical emergency! Wrap the athlete in an insulated blanket and see emergency medical care immediately.

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

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

Management:

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

Prevention:

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

J. SBISD LIGHTNING GUIDELINES AND SAFETY PLAN

Lightning can strike from up to 10 miles away. Any storm within an 10-mile range presents a risk to anyone engaged in an outdoor activity. Therefore, all outdoor activity is to be suspended until the monitoring authority has determined that it is safe to resume outside activity.

1. **Weather Alert**--Will be issued for the outdoor activity if there is a high probability of severe weather or lightning. When a weather alert occurs, a designated person should be put in charge of monitoring the weather. This may be an athletic director, athletic trainer, head coach, Campus Athletic Coordinator or Assistant Campus Athletic Coordinator.
2. **Perry Weather**— We use the Perry Weather platform and have six weather stations at our four high schools, Tully and Grob Stadiums. This all-in-one system provides us with real-time lightning alerts, including audible alerts through strobe light and audible blasts. Countdown timers and all clear notifications through text, push and on-site hardware are available to let us know when activity can resume. Risk levels for the day are available so that we can plan ahead (Ex. High chance of lightning delay between 5-6pm/prepare for alternate indoor activities.) Based on our weather policies, the Perry software will tell us how to respond to weather events. This information can come as a text to multiple users, on mobile apps or through the Outdoor Warning System.

Lightning Safety Plan

Lightning can strike from up to 10 miles away. Any storm within a 10-mile range presents a risk to anyone engaged in an outdoor activity/swimming at the natatorium. The lightning safety plan will go into effect when the potential of dangerous lightning occurs within 10 miles of the venue and the following steps are to take place:

1. **Suspend** all outdoor activities/swimming at the natatorium.
2. **Evacuate** all outdoor persons to a safe structure. Examples of a safe shelter are automobile, bus, dressing room, or other building. A dugout or awning are not considered safe shelter.
3. **Monitor** inclement weather.
4. **Resume activity** – After an “all clear” signal, the game administrator will continue to monitor the weather and determine when it is safe to resume outside activity/swimming at the natatorium.
 - i. **Venues where a Perry Weather Horn is Installed** - The Perry Weather system will be followed when the horn system automatically activates. All persons should evacuate to a safe structure. Administrators should evacuate spectators from the stadium or field. Spectators should take shelter in their vehicles. Spectators without a vehicle should move to shelter designated by the game administrator. After an “all clear” signal and a wait time of no less than 30 minutes from the time of the last strike, the game administrator will continue to monitor the weather and determine when it is safe to resume outside activity/swimming at the natatorium.
 - ii. **Venues without a Perry Weather Horn** - When a lightning strike within 10 miles occurs, based on Perry Weather notifications to a game administrator’s/athletic trainer’s/coach’s phone, all persons should evacuate to a safe structure. Administrators

should evacuate spectators from the stadium or field. Spectators should take shelter in their vehicles. Spectators without a vehicle should move to shelter designated by the game administrator. The game administrator/athletic trainer/coach will continue to monitor the weather and determine when it is safe to resume outside activity.

K. UIL Practice Outside the School Year

Preseason practice regulations for sports that begin practice prior to the school year are as follows:

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

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

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

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

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

SPRING BRANCH ISD INFECTION CONTROL GUIDELINES

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

1. School personnel must contact the Executive Director of Athletics to let her know of any reported cases of staph infection at their school.
2. The Executive Director of Athletics will contact the following individuals:
 - a. The principal and head athletic trainer/CAD/CAC to ascertain more details about the specific outbreak.

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

B. UIL Information on Staphylococcal Infections for Athletes

This information is provided to assist you in the control and prevention of staphylococcal (commonly called staph) infections. These infections usually are easy to treat with inexpensive, well-tolerated antibiotics. However, some staph bacteria have developed resistance; that is; the antibiotics can no longer kill the bacteria. Although antibiotic-resistant infections pose a significant health threat, the following measures are effective against many other infectious diseases.

C. What is Staphylococcal Infection?

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

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

D. Strategies to Prevent Staphylococcal Infections

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

The proper way to wash your hands:

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

Wash your hands as described above:

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

Other Precautions

1. Keep your hands away from your nose and groin.
2. Do not share towels, soap, lotion or other personal care items, even on the sidelines at games.
3. Shower with soap and water as soon as possible after direct contact sports.
4. Dry using a clean, dry towel.
5. Use a moisturizing lotion to prevent dry, cracked skin.
6. Prewash or rinse with plain water items that have been grossly contaminated with body fluids.
7. Wash your towels, uniforms, scrimmage shirts, and any other laundry in hot water and ordinary detergent and dry on the hottest possible cycle.
8. Inform your parents of these precautions if laundry is sent home.
9. Directions that are more specific may be provided by your athletic trainer or coach.

E. How to Care for Draining Wounds

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

F. With Your Physician

A physician or advanced practitioner should examine the wound. A culture and susceptibility test should be performed to determine what bacteria you have and what antibiotic would be the most effective with the fewest side effects. If the practitioner determines you do not have a bacterial

infection, you will not receive an antibiotic. Antibiotics are not effective against non-bacterial infections.

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

G. How to Take Care of Wounds at Home

1. Avoid direct contact with others until the wound is no longer draining and you have been instructed by your physician to resume your usual activities.
2. Wash your hands frequently, especially before and after changing Band-Aids, bandages, or wound dressings.
3. Keep the wound covered. The dressing must be changed at least twice a day or, more frequently, if drainage is apparent.
4. All disposable materials that come in contact with the wound (including dressings or bandages) need to be placed in a separate plastic bag and closed before being disposed of in the household trash. Wash your hands after removing and disposing of the soiled dressing.
5. Use isopropyl alcohol (available at pharmacies or grocery stores) to disinfect reusable materials, such as scissors or tweezers after each use.
6. All items that come in contact with the wound must be disinfected with a fresh (prepared daily) mix of one tablespoon of household bleach to one quart of water or a phenol-containing product such as “Lysol” or “Pine-sol”. Use a phenol-containing spray to disinfect any cloth or upholstered surface. Other commercially available products may be appropriate.
7. Have a designated chair or area for sitting. It should have a hard surface or an easily cleaned plastic or similar cover for easy disinfection. No one else should sit there until the wound has healed completely.
8. Utensils and dishes should be washed in the usual manner with soap and hot water or using a standard home dishwasher.
9. Carry laundry away from the body in a plastic or other lined bag that will not allow wet articles to drain through.
10. Handle and launder all clothing, towels, and linens that come in contact with the wound separately from those of other members of the household. Use a separate hamper.
11. Articles that come in contact with the wound should be washed in hot water with the usual detergent.
12. Dry clothes thoroughly using the hottest setting.
13. Towels and linens should be changed daily.
14. Do not share ointments or antibiotics.

H. How to Take Care of Wounds at School

1. Follow any instructions that your athletic trainer, coach, or school nurse give you regarding direct contact with other persons at school.
2. Carry and use an alcohol-based hand sanitizer when soap and water are not available.
3. Wash hands immediately after contact with the wound.
4. Do not take antibiotics to prevent an infection. For additional sources of info visit <http://www.uil texas.org/>

SPRING BRANCH ISD CONCUSSION GUIDELINES

A. Introduction

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

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

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

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

- They have been informed and consent to the policies established under the RTP Protocol; they understand the risks associated with the student athlete's returning to play;
- They agree to comply with any requirements outlined by the concussion policy;
- They consent to the physician's disclosure of health information that was related to the concussion and treatments;
- They understand the district and school's immunity from liability.

B. Concussion Oversight Team (COT):

According to TEC Section 38.153:

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

C. The Spring Branch ISD Concussion Oversight Team

P. Tim Sprockel, M.D. – Houston Methodist West Houston Hospital
D. Michael Chachere II, M.D. – Neurology Consultants of Houston
Russell Thomas, P.A.-C. – Memorial Hermann Ironman Memorial City
Connie Hamon, RN – Spring Branch ISD
Rochelle Abrams, Head Athletic Trainer, MSS, LAT, ATC – Memorial HS
Daniel Lavoy, Asst. Athletic Trainer, LAT, ATC – Memorial HS
Johnny Gomez, Head Athletic Trainer, LAT, ATC, LMT – Northbrook HS
Jordan Bishop, Asst. Athletic Trainer, MS, LAT, ATC – Northbrook HS
Tyra Harrell, SBISD Lead/Head Athletic Trainer, LAT – Spring Woods HS
Sarah Sturm, Asst. Athletic Trainer, MS, LAT, ATC – Spring Woods HS
Marianne Landon, Head Athletic Trainer, MAT, LAT, ATC – Stratford HS
Elana Frank, Assistant Athletic Trainer, MS, LAT, ATC – Stratford HS
Angela Perez, Asst. Athletic Trainer, MS, LAT, ATC – Spring Branch ISD
Kizzy Omoruyi, Asst. Athletic Trainer, MBA, LAT, ATC – Spring Branch ISD
Stephanie Cabrera, Asst. Athletic Trainer, MS, LAT, ATC – Spring Branch ISD
Todd Walstead, LAT, ATC – Spring Branch ISD

D. Prevention Strategies

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

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

E. Protective Equipment

1. All protective equipment including headgear must be certified by the National Operating Committee on Standards for Athletic Equipment, (NOCSAE).
2. Make sure that athletes wear the appropriate helmets / headgear, face guards, mouth guards, etc., for their respective sport. Mouth guards should fit and be used at all times.
3. All protective equipment must be fitted and worn properly and inspected on a regular basis throughout the season.
4. For all sports that require headgear, a coach or appropriate designee should check headgear before use to make sure air bladders work properly and are appropriately filled. Padding

should also be checked to make sure it is in proper working condition and fitted appropriately for the best protection possible.

5. Make sure helmets are secured properly at all times. Helmets should be snug and comfortably fit, and should not wobble, tilt, or rotate when twisted.

F. Strength Training

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

G. Rules of Play

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

H. Fields and Play Surfaces

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

Concussion / MTBI Management Timeline

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

If the athlete has any observable signs or reports any symptoms of a concussion, it must be assumed that a concussion has occurred and further medical attention and evaluation will be done.

 - a. If the athlete is unable to get up on his or her own after a hit, collision, or fall, it should be assumed that a loss of consciousness has occurred and the athlete may have sustained a cervical spine injury. The athlete should be stabilized and transported immediately to hospital emergency department via ambulance.
 - b. If the athlete is conscious and able to be assisted to the sideline, the Athletic Trainer or physician will administer the SBISD Sideline Management Evaluation Assessment – Appendix A1. This sideline management evaluation is based on other tools such as SCAT, etc.
 - c. If the athlete appears dazed or confused, moves clumsily, has difficulty getting up or has balance issues after a hit, collision, or fall, the athlete will be removed from play and further sideline evaluation will be done.
 - Continue and monitor athlete for approximately 15-20 minutes, reassessing every 5 minutes for any signs of deterioration, (i.e., worsening headache, seizures or

convulsions, focal neurological deficits, altered state of consciousness, repeated vomiting, slurred speech, or increasing confusion or irritability). If the athlete demonstrates any signs of deterioration, he or she will be transported immediately to hospital emergency department via ambulance.

- **The athlete will be removed from play and will not return to practice or game play on the same day they were injured regardless of how long the concussive symptoms are present or whether or not symptom improve or clear completely. At this point, the athlete must see a physician (see #3).**
3. Provide referral to a physician or other appropriate healthcare professional
 - a. The athlete must be seen by a physician and cleared to begin the Return-to-Play protocol.
 - Head Injury Referral Form - Supplement B1
 4. Provide Home Instructions for Parent/Guardian.
 - a. This information is to educate the parent or guardian of the signs and symptoms of a concussion as well as those to monitor for any deterioration. If any signs of deterioration occurs once the athlete leaves the school, the parent or guardian is informed of the proper protocol to follow.
 - Spring Branch ISD Home Instructions for Head Injury - Supplement B2
 5. SBISD Post Concussion Symptom Check - Supplement C1
 6. The athlete must provide a written statement from his or her treating physician indicating that, in the physician's professional judgment, it is safe for the athlete to return to play. The completed and signed "Head Injury Referral Form (Supplement B1)" must be on file with the Athletic Trainer prior to any Return-to-Play protocol being initiated. A parent note for an injury in such a circumstance will not be accepted as a release to return to the activity, even if the parent is a licensed healthcare professional.

It is recommended that athletes evaluated for a concussion in a hospital emergency room or urgent care clinic not be allowed to begin the Return-to-Play protocol until they have been evaluated by a physician specially trained in concussion management or their primary care physician.

7. STEPWISE RETURN-TO-PLAY PROTOCOL: With the written physician's statement on file, the athlete progresses through the stepwise Return-to-Play protocol. ***The athlete cannot advance more than ONE step progression per day.*** If the progression occurs over a weekend, the athlete is not to progress more than one step until the next school day. This allows the supervisor to evaluate any symptoms, which may occur after activity during the recovery period and authorize continued progression.
 - Return-to-Play Protocol Following Concussion – Supplement A2

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

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

Post-Concussion Management at School

1. Notify school personnel that the student-athlete suffered a concussion / MTBI while participating in a school sponsored athletic event. This should be done the next school day following the injury.
 - a. Assistant Principal
 - b. Counselor
 - c. Student Support Committee/Campus Intervention Coordinator*
 - d. Section 504 Campus Coordinator*
 - e. Special Education Campus Coordinator (if the student is currently receiving Special Education Services)
 - f. School Nurse

*Note: If a student's concussion will affect him or her for a period of time that will likely disrupt their education, then the student's temporary disability would need to be covered by Section 504 for the duration of the disability.
2. Provide school personnel listed above with an educational handout outlining the observable signs and reported symptoms of concussion. It will also be helpful to distribute this handout to the student-athlete's teachers.
 - Concussion Fact Sheet - Supplement F
3. Academic Accommodations
 - a. Some individuals may be able to attend school without increasing their post-concussion symptoms. However, most students will require one or more academic modifications, depending on the nature of their injury and post-concussion symptoms, to allow for the best recovery potential.
 - b. The treating physician, neurologist, or neuropsychologist may recommend that the student be given special academic accommodations, (i.e., postponement or reducing exams/quizzes, reducing workload, provide pre-printed class notes, additional time to complete assignments, assistance to class, limited computer work, reading activities, etc.), until symptoms to allow for full recovery potential.
 - Post-Concussion Cognitive Recommendations/Modifications - Supplement G1/G2/G3

Academic accommodations should only be made under the direct recommendation of the athlete's treating physician, neurologist, or neuropsychologist. For liability purposes, the

Licensed Athletic Trainer should not make these direct accommodations but may only recommend them to the Student Support Committee, Campus Intervention Coordinator, Section 504 Coordinator, Special Education Diagnostician/Campus IEP Specialist who will recommend to the counselor specializing in academic modifications in conjunction with the athlete's treating physician, neurologist, or neuropsychologist.

- c. Along with classroom, academic modifications the student may only be able to attend school for half-days or may need daily rest periods until symptoms subside. The treating physician, neurologist, or neuropsychologist will provide the necessary documentation for the school district.
- d. Once the athlete successfully completes the stepwise Return-to-Play protocol, concussion-related academic modifications end. The Section 504 or ARD (Special Education) Committees must discontinue the accommodations. If a student has a temporary disability under Section 504 as a student with a disability, the student may be considered for dismissal from Section 504 services.

Recovery and Safe Return to Play

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

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

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

Return-to-Play Guidelines

1. The treating physician must provide a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play. This written statement must be on file prior to any return to play protocol can be initiated.
 - Head Injury Referral Form - Supplement B1
2. Parent information is provided and the UIL Concussion Management Return-to-Play Form must be signed by all necessary parties and on file.
 - Spring Branch ISD Home Instructions for Head Injury - Supplement B2
 - Guide for Referral to Physician - Supplement E
 - UIL Concussion Management Protocol Return-to-Play Form - Supplement C3

- Spring Branch ISD Authorization for Release of Medical Information - Supplement C4
3. Activity progression is to be monitored by a Licensed Athletic Trainer (LAT). If a LAT is not available, the athlete may have the Return-to-Play progression monitored by the superintendent's designee (this can be a coach employed by the district or school). Per H.B. 2038, a coach is not permitted to clear an athlete for full sports participation following a concussion/MTBI.
 - Return-to-Play Protocol Following Concussion - Supplement A2
 4. Written clearance from the athletic trainer or school nurse is required for full, unrestricted participation.
 - Stepwise Return-to-Play Documentation Checklist - Supplement C2
 5. Middle School athletes will complete the Return-to-Play Protocol under the guidance of the athletic trainer(s) of the high school that they feed into. If no athletic trainer is available, the school nurse or superintendent's designee will oversee the Return-to-Play Protocol.

SBISD EMERGENCY ACTION PLAN FOR ATHLETICS

A. Introduction

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

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

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

B. Components of the Emergency Plan

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

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

C. Emergency Plan Personnel

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

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

D. Roles within the Emergency Team

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

E. Activating the EMS System

1. Making the Call: **Call 911**

Providing Information

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

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

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

F. Emergency Communication

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

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

G. Emergency Equipment

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

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

H. Medical Emergency Transportation

Emphasis should be placed at having an ambulance on site at high-risk sporting events. In the event that an ambulance is on site, there should be a designated location with rapid

access to the site and a cleared route for entering/exiting the venue. If an ambulance is not present at an event, the entrance to the facility should be clearly marked and accessible. In the event of an emergency, the 911 system will still be utilized for activating emergency transport.

In the medical emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Any emergency situations where there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a “load and go” situation and emphasis placed on rapid evaluation, treatment and transportation.

I. Non-Medical Emergencies

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

J. Safety Drills

All Spring Branch Independent School District sports teams are required to do safety drills. These drills shall be completed at the start of the fall season, during the first six weeks for off-season sports, and as a best practice, throughout the course of the school year. The drill will include all components of the emergency action plan and/or team and be documented by the head coach and Head Athletic Trainer at the high school and by the Campus Athletic Coordinator at the middle school and school nurse (if available).

Conclusion

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

EMERGENCY ACTION PLAN

School emergency plans should include an established set of action items that is implemented in the event of an emergency situation.	
<i>Access to a working telephone or other telecommunications device, whether fixed or mobile should be assured. The communications system should be checked prior to each event or practice to ensure proper working order.</i>	
Emergency Personnel	
The Emergency Team consists of physicians, emergency medical technician, athletic trainers, coaches, administrators and student athletic trainers.	
Chain of Command	
The attending or team physician has total control over the participation of any injured or ill athlete.	
In the absence of the physician, the Certified or Licensed Athletic Trainer (ATC) shall make any decision on an injured or ill player's participation.	
In the absence of the ATC, the coach should use First Aid procedures, always taking into account the athlete's best interest.	
Emergency Action	
1. Immediate Care of the Athlete	<ul style="list-style-type: none"> • First Aid or CPR if needed • Acute care should be provided by most qualified individual
2. Emergency Equipment Retrieval	<ul style="list-style-type: none"> • Team member who is familiar with types and locations of equipment (i.e. AED, Splints, & Medical Kits) • Assistant coaches, administrators, or student athletic trainers are good choices
3. Activation of Emergency Medical System	<ul style="list-style-type: none"> • When the situation is deemed an emergency of life threatening by qualified individual in the chain of command • Any team member can call—this person should be calm under pressure and communicates well • Head coach or administrator good choice
A. Making the Call	<ul style="list-style-type: none"> • Dial 911 • They will notify fire department, and ambulance service
<i>Access to a working telephone or other telecommunications device, whether fixed or mobile should be assured. The communications system should be checked prior to each event or practice to ensure proper working order.</i>	
B. Providing Information	<ul style="list-style-type: none"> • Name • Address • Number of athletes • First aid initiated by first responder • Telephone number of caller • Condition of athlete(s) • Directions to locate emergency scene • Other information requested by dispatcher

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

Emergency Action Plan Worksheet - Student Response Team

Coach Name: _____	Activity: _____	Level: _____
Location: _____	School Year: _____	

1 911 TEAM		
CALL 911		
CALL 911. Explain Emergency. Provide Location.		
	PRACTICE	EVENTS
Closest Phone		
EMS Access Point		
Street/Intersection		
Student 1		
Student 2		
Student 3		
MEET AMBULANCE at EMS Access Point. Take to victim.		
	PRACTICE	EVENTS
Entry Door/Gate		
Student 1		
Student 2		
Student 3		
CALL CONTACTS. Provide location and victim's name.		
	Name	Cell
Head Athletic Trainer		
Assistant Athletic Trainer		
Campus Athletic Director		
	PRACTICE	EVENTS
Student 1		
Student 2		
Student 3		

For Office Use Only		
EAP Pass Date	Coach Initial	ATC/CAC Initial
_____	_____	_____

2 CPR/AED TEAM	
START CPR	
1. Position person on back. 2. Put one hand on top of other on middle of person's chest. Keeping arms straight, push hard and fast. 100 presses/minute. Let chest completely recoil after each compression. 3. Take turns with other responders as needed	
Coach	
Student 1	
Student 2	
Student 3	
WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS	
1. Remove clothing from chest. 2. Attach electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises a shock. 5. Follow device prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download.	

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED

3 AED TEAM		
GET THE AED		
AED Locations: E.g.- Main Gym - Flag wall corner.		
	PRACTICE	EVENTS
Other		
Student 1		
Student 2		
Student 3		
GET THE ATHLETIC TRAINER		
Typical Location	Athletic Training Room	Athletic Training Room
Student 1		
Student 2		
Student 3		

<p>Emergency Location Directions: E.g. - Main Gym - is located on Raider Circle South. Enter through side door located at the entrance of the front school parking lot.</p>	
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SBISD Athletic Department Hurricane Preparedness Plan

The Spring Branch ISD Athletic Department shall prepare for tropical weather/hurricane 72 hours before predicted landfall anywhere along the Texas Gulf Coast as follows:

Facility	Area of Concern	Preventive Measures	Persons Responsible
High School	Competition Field and Track	Remove/Store: Misc. field equipment, hurdles, standards, pits, yard markers, benches, tables, trash cans, and non-secure signage. Press Box: Secure, protect or remove equipment. Concession Stand: Secure, protect or remove equipment.	CAD, Football, Track and Soccer Staff
High School	Baseball Field	Remove/Store: Misc. field equipment, benches, tables, trash cans, and non-secure signage. Press Box: Secure, protect or remove equipment. Concession Stand: Secure, protect or remove equipment.	CAD and Baseball Staff
High School	Softball Field	Remove/Store: Misc. field equipment, benches, tables, trash cans, and non-secure signage. Press Box: Secure, protect or remove equipment. Concession Stand: Secure, protect or remove equipment.	CAD and Softball Staff
High School	Tennis Courts	Remove/Store: Nets, benches, tables, trash cans, and non-secure signage.	CAD and Tennis Staff
High School	Practice Fields	Remove/Store/Secure: Misc. practice equipment such as sleds, chutes, boards, and running ropes.	CAD, Football and Soccer Staff
High School	Field House, Offices, Gyms and Training Rooms	Unplug all equipment and computers. Move equipment from rooms with exterior windows.	CAD and Head Trainer
Middle School	Competition Field and Track	Remove/Store: Misc. field equipment, hurdles, standards, pits, yard markers, benches, tables, trash cans and non-secure signage.	CAC, ACAC and Coaching Staff
Middle School	Tennis/Sport Courts	Remove/Store: Nets, benches, trash cans, and non-secure signage.	CAC, ACAC and Coaching Staff
Middle School	Practice Fields	Remove/Store/Secure: Misc. practice equipment such as sleds, chutes, boards, and running ropes.	CAC, ACAC and Coaching Staff
Middle School	Offices/Gyms	Unplug all equipment and computers. Move equipment from rooms with exterior windows.	CAC, ACAC and Coaching Staff
Tully/Grob	Press Box/Field House	Remove/Store electrical equipment.	Sean Muras, ASW Foreman
Tully/Grob	Field	Remove/Store benches, tables, and non-secure signage.	Sean Muras, ASW Foreman
HS/SBISD	Tennis Courts	Remove Windscreens	Athletic Grounds Crew
HS/SBISD	Natatorium	Remove/Store: All misc. outdoor equipment - bleachers, lane rope rollers, PVC benches, etc. Unplug all equipment and computers. Move equipment from rooms with exterior windows.	Natatorium Facilitator and Sweetwater

Athletic Department Recovery Plan

Paige Hershey is designated as the key personnel for the athletic department. Once campuses are cleared from possible safety issues, Campus Athletic Directors and Campus Athletic Coordinators will be contacted to complete a damage assessment.

Pictures will be taken of all damage prior to clean up and/or repair.
Do not discard anything without SBISD Athletic Department approval

DESIGNATED SCHOOL ADMINISTRATOR (from UIL DEC Handbook)

The school district superintendent and/or his designate is responsible for enacting and enforcing a crowd management policy for contests sponsored by his/her district.

A. GUIDELINES (BY NO MEANS IS THIS LIST OF GUIDELINES INCLUSIVE)

1. A crowd control policy for season athletic contests shall be endorsed by the school board and on file with the district executive chairman and in possession of those in the individual school directly responsible.
2. All interscholastic contests must be approved by the superintendent or his designee.
3. There must be a designated administrator at all home contests (who is not coaching at the contest).
4. Students, participants and staff members are expected to conduct themselves in a sportsmanlike manner. Failure to do so will be a violation and subject to penalty.
5. The member school superintendent is responsible for initiating disciplinary measures against those guilty of violations.
6. The host administration must ensure the safety of the officials.

B. PROCEDURES

1. For varsity contests the school designee shall meet the officials:
 - a. Introduce himself/herself.
 - b. Indicate where he/she will be sitting.

The designated school administrator shall meet the officials at the designated times as listed below.

- Baseball: 30 minutes prior to the game at the conference with coaches and umpires.
- Basketball: 30 minutes prior to the game.
- Football: At least 30 minutes prior to the game meet with referee on the field.
- Soccer: Prior to the start of the game, on the field with center official and lines persons.
- Softball: 30 minutes prior to the game at the conference with coaches and umpires.
- Volleyball: Immediately after the officials enter the court.

The designated school administrator shall meet the officials immediately after the officials enter the court.

2. If officials are not contacted by the designee ten minutes prior to start of a game, the referee shall ask the home head coach if there is a designee and if so, who that person is.
3. If a designated administrator is not present, the officials shall notify the UIL in writing the next working day and report the incident.
4. The designee shall meet briefly with the officials after the game to discuss the game and any problems during the game dealing with ejection of players, coaches, or fans, etc. The designee shall also offer to provide an escort to walk with the officials to their respective vehicles.
5. The designee is responsible to inform the administration of both schools by phone the next school day of unsportsmanlike behavior of fans, players, coaches, and any unprofessional behavior on the part of officials.
6. The home school is responsible for security. In playoff games/matches, both schools are responsible.
7. Each school is responsible for the behavior of its fans, players, and employees.
8. In playoff games/matches both schools shall have a designated school administrator.

C. SBISD CROWD CONTROL GUIDELINE AND ORGANIZATIONAL/MEDICAL PROCEDURES

Game Administrator:

Campus Games: Campus Principals

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

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

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

Event Staff:

Ticket takers and gate workers

Officials:

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

Visiting Team:

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

Incident Reports:

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

Miscellaneous:

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

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

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

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

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

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

D. GATE INFORMATION SHEET

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

FEEDER PATTERN:

MHS - SBMS, MMS, LMS

NHS - NMS, LMS, SWMS

SWHS - SOMS, SWMS, SBMS

SHS - SFMS, MMS

An Adult General Athletic Punch Card is \$60 for 20 regular season contests except for Varsity Football games in SBISD.

A Student General Athletic Punch Card is \$45 for 20 regular season contests except for Varsity Football games in SBISD.

6. Lightning/Refunds: Use common sense when a patron asks for a refund. If a game never actually starts due to weather, a refund would be appropriate. If a parent comes to watch their child play at 6pm and finds out the game was played at 4:30pm; a refund would be appropriate. If you're not sure what to do in a given situation, call one of the District athletic administrators (see below for phone numbers). Decisions about refunds must be made at the event. Do not tell patrons to call the Athletic Office for a refund. We have no way to legitimize a refund after the fact.
7. On occasion, special circumstances arise. Don't hesitate to contact someone in Athletics if you have a question. For example, someone from the officials association may come to a game stating they are evaluating the official calling the games. They will have an official's association card and should be allowed admittance.

ATHLETIC DEPARTMENT CONTACTS:

Paige Hershey	281-914-0213	Executive Director of Athletics
Cheryl Etlinger	832-594-1318	Director of Athletics
Mike Stokebrand	713-562-3552	Coordinator of Athletics
Charles West	281-546-7454	Coordinator of Athletics
David Hughes	713-817-4952	Director of District Grounds/IPM
Sean Muras	713-609-3632	Athletic Facility Supervisor
Aislen McCrea	713-628-8014	Athletic Facility Supervisor
Lisa Reese	832-752-0979	Athletic Contest Specialist

E. TICKET PRICES

Varsity Football

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

Season passes may be purchased:

1. Online through the SBISD Athletic Department website. The pass is available electronically only.
2. For more information, please contact Lisa Reese, Athletic Contest Specialist, at 713-251-1206, or the Campus Athletic Secretary at the high school.

Pre-Sale Tickets may be purchased:

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

4. For more information, please contact Lisa Reese, Athletic Operations Specialist, at 713-251-1206.

Pre-Sale Ticket Prices for Games at Tully Stadium:

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

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

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

Ticket Prices at the Gate for Games at Tully Stadium:

All General Admission	\$8.00 Adult/\$8.00 Student
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Ticket Prices at the Gate for Games at Cy Fair ISD Stadiums:

General Admission- Adult	\$8.00
General Admission- Student	\$8.00
General Admission- Student	\$5.00
General Admission- Senior Citizens	\$5.00

All Other High School Sports

SBISD Sites - Adults \$4.00/Students \$3.00

6A District Sites

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

Middle School Sports

SBISD - Adults \$4.00/Students \$3.00

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

F. GATE WORKER/OFFICIALS REPORT

1. Fill out the game information at the top on the Gate Worker/Officials pay form.
2. Highlight the areas for the Game Worker/Official to input their name, address, vendor #, phone number, email, sport working, sport level, time in and time out, signature, and any other pertinent info.
3. The ticket taker assigned to the contest should be briefed on procedures to redeem online tickets prior to the assignment.
4. HS Head Coaches or their designee will take the original Gate Worker/Officials pay forms to the campus athletic secretary for processing.
5. The CAC/Assistant CAC will submit the original Gate Worker/Officials pay forms to the SBISD Athletic Office for processing.

G. OFFICIALS

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

Spring Branch ISD Athletic Handbook Acknowledgment Form

Upon review of the Spring Branch ISD Athletic Handbook for 2023-2024, please complete the information below, sign and return this page to your Campus Athletic Director/Coordinator or their designee.

By signing this, I acknowledge that I have reviewed the Spring Branch ISD Athletic Handbook for 2023-2024, and will adhere to the guidelines and procedures outlined.

(Print your name)

(Your signature)

(Date)

(Campus or District Location)

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