

**ROCKWALL ISD**  
**DEPARTMENT**  
**OF**  
**ATHLETICS**



**HANDBOOK**

**2024-2025**

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# *ATHLETIC PERSONNEL*

## **ROCKWALL ISD ATHLETIC DEPARTMENT ADMINISTRATION**

Bryce Monsen	Director of Athletics	bryce.monsen@rockwallisd.org
Kasie Brewer	Ninth Grade Campus Coordinator	kasie.brewer@rockwallisd.org
Maggie Younger	Ninth Grade Campus Coordinator	margaret.younger@rockwallisd.org
Kay Nuerohr	Athletic Department Secretary	kay.nuerohr@rockwallisd.org
Will McCrary	Assistant to Athletic Department	will.mccrary@rockwallisd.org

## **ROCKWALL ISD ATHLETIC CAMPUS ADMINISTRATION & STAFF**

Trey Brooks	Rockwall HS Athletic Coordinator	trey.brooks@rockwallisd.org
Nancy Goellner	Rockwall HS Athletic Secretary	nancy.goellner@rockwallisd.org
Cary Tyson	Rockwall HS Athletic Trainer	cary.tyson@rockwallisd.org
Bri Dunbar	Rockwall HS Athletic Trainer	bri.dunbar@rockwallisd.org
Jake Searcy	Rockwall HS Athletic Trainer	jake.searcy@rockwallisd.org
Richard Webster	Rockwall HS Athletic Trainer [9]	richard.webster@rockwallisd.org
Rodney Webb	Rockwall-Heath Athletic Coor	rodney.webb@rockwallisd.org
Bill Cadman	Rockwall-Heath Athletic Secretary	bill.cadman@rockwallisd.org
Cady Hidenderlighter	Rockwall-Heath Athletic Trainer	chad.warfuel@rockwallisd.org
Angel Macias	Rockwall-Heath Athletic Trainer	angela.macias@rockwallisd.org
Jacob Barnett	Rockwall-Heath Athletic Trainer	jacob.barnett@rockwallisd.org
Gretchen Carter	Rockwall Heath Athletic Trainer [9]	gretchen.carter@rockwallisd.org

## **ROCKWALL ISD AQUATICS CENTER**

Neil Walker	Rockwall ISD Aquatics Director	neil.walker@rockwallisd.org
Tom Applegate	Rockwall ISD Aquatics Assistant	tom.applegate@rockwallisd.org
Shannon Putschinski	Rockwall ISD Aquatics Secretary	shannon.putschinski@rockwallisd.org

## **FACILITIES, PLANNING, TRANSPORTATION, AND CONSTRUCTION**

Will Salee	Executive Director of Operations	will.salee@rockwallisd.org
Edith Davis	Facility Specialist	edith.davis@rockwallisd.org
Jeff Howerton	Reservation Manager	jeff.howerton@rockwallisd.org
Danny Lorange	Energy Education Specialist	danny.lorange@rockwallisd.org

## **CAIN MIDDLE SCHOOL LEADERSHIP TEAM**

Brittney Zabochnik	Principal	brittney.zabochnik@rockwallisd.org
David Medina	Assistant Principal	david.medina@rockwallisd.org
Jori Prater Butts	Assistant Principal	jori.prater@rockwallisd.org
Reggie Webb	Assistant Principal	reggie.webb@rockwallisd.org

## **UTLEY MIDDLE SCHOOL LEADERSHIP TEAM**

Kristin Marceau	Principal	kristin.marceau@rockwallisd.org
Christina Lee	Assistant Principal	christina.lee@rockwallisd.org
Ari Weinberg	Assistant Principal	ari.weinberg@rockwallisd.org

**WILLIAMS MIDDLE SCHOOL LEADERSHIP TEAM**

Christina Bradford	Principal	christina.bradford@rockwallisd.org
Kristi Paul	Assistant Principal	kristi.paul@rockwallisd.org
Dale Brewer	Assistant Principal	dale.brewer@rockwallisd.org

**ROCKWALL HIGH SCHOOL – HEAD COACHES**

Baseball	Barry Rose	barry.rose@rockwallisd.org
Boys' Basketball	Quincy Williams	quincy.williams@rockwallisd.org
Girls' Basketball	Kasie Brewer	kasie.brewer@rockwallisd.org
Boys Golf	Byron Bennett	byron.bennett@rockwallisd.org
Girls' Golf	Byron Bennett	byron.bennett@rockwallisd.org
Boys' Cross Country	Toby Howell	phillip.howell@rockwallisd.org
Girls' Cross Country	Toby Howell	phillip.howell@rockwallisd.org
Boys' Gymnastics	Cameron Sweny	cameron.sweny@rockwallisd.org
Girls' Gymnastics	Stephanie Tyson	stephanie.tyson@rockwallisd.org
Boys Soccer	Tony Bowles	tony.bowles@rockwallisd.org
Girls' Soccer	Kristov Martinez	kristov.martinez@rockwallisd.org
Boys' Track and Field	Will McCrary	william.mccrary@rockwallisd.org
Girls' Track and Field	Will McCrary	william.mccrary@rockwallisd.org
Football	Trey Brooks	trey.brooks@rockwallisd.org
Powerlifting	Rusty Brackett	rusty.brackett@rockwallisd.org
Softball	Shadie Acosta	shadie.acosta@rockwallisd.org
Swimming	David Partenheimer	david.partenheimer@rockwallisd.org
Tennis	Lana Fulkerson	lana.fulkerson@rockwallisd.org
Volleyball	Travis Ferguson	travis.ferguson@rockwallisd.org
Wrestling-Boys	Joshua Brining	joshua.brining@rockwallisd.org
Wrestling-Girls	Baylor Steward	baylor.steward@rockwallisd.org

**ROCKWALL-HEATH HIGH SCHOOL – HEAD COACHES**

Baseball	Greg Harvey	gregory.harvey@rockwallisd.org
Boys' Basketball	Brad Waters	bradley.waters@rockwallisd.org
Girls' Basketball	Chris Anderson	chris.anderson@rockwallisd.org
Boys' Cross Country	Julie Dalfrey	ulie.dalfrey@rockwallisd.org
Girls' Cross Country	Julie Dalfrey	julie.dalfrey@rockwallisd.org
Boys' Golf	Ben Wardlow	ben.wardlow@rockwallisd.org
Girls' Golf	Ben Wardlow	ben.wardlow@rockwallisd.org
Boys' Gymnastics	James Pershin	james.pershin@rockwallisd.org
Girls' Gymnastics	Amy Heidel	amy.heidel@rockwallisd.org
Boys' Soccer	Phil Duhon	phil.duhon@rockwallisd.org
Girls' Soccer	Ashley Falloure	ashley.falloure@rockwallisd.org
Boys' Tennis	Derek Moore	derek.moore@rockwallisd.org
Girls' Tennis	Derek Moore	derek.moore@rockwallisd.org
Boys' Track and Field	Alex Contreras	jalex.contreras@rockwallisd.org
Girls' Track and Field	Kyla Hammond	kyla.hammond@rockwallisd.org
Powerlifting	Jeff Neill	jeff.neill@rockwallisd.org
Softball	Serena Saldivar	serena.saldivar@rockwallisd.org
Swimming	Stacey Harbin	stacy.harbin@rockwallisd.org
Volleyball	Maggie Younger	margaret.younger@rockwallisd.org

Wrestling-Boys	Shane Seleznoff	shane.seleznoff@rockwallisd.org
Wrestling-Girls	Arman Mansouri	arman.mansouri@rockwallisd.org

## *INTRODUCTION*

We hope this handbook will serve you as a reference guide, answering some of the questions that will concern you during the course of the year. Please call us at the Athletic Office anytime you have a concern or question.

The University Interscholastic League is the governing body in the Athletic Programs in Texas Public Schools. The Rockwall Independent School District Board of Education, administrators, coaches and teachers fully support the University Interscholastic League (UIL) and its enforcement of the rules.

Understand that athletics is designed to accommodate students who have the ability and emotional stability to handle competition, as we know it in the Rockwall Independent School District. Therefore, not all students are capable of competing in this program. One of the difficult tasks faced as a coach is making the judgment as to who should be selected to compete in this program. Students are not obligated to take part in athletics, nor is it required for graduation. It should be stressed that being a member of an athletic team is a privilege and not a right. Since it is a privilege, the coach has the authority to revoke the privilege when rules are not followed.

We are all aware that being involved in athletics demands a lot of time and dedication from coaches and players alike. As a coach, your players and/or program reflect your attitudes, beliefs and your work ethic. This does not necessarily translate into a superb won-loss record but it does mean that your players and/or program will have discipline, responsibility and a strong work ethic if you yourself have these traits. Never assume that each athlete is born with these traits. Rather, these traits need to be brought out through a developmental process by you, the coach. We all want an athletic program that will be a compliment to the Rockwall Independent School District and we ask that all of you involved work hard to make this a reality.

Bryce Monsen

Bryce Monsen

Director of Athletics

Rockwall Independent School District

## ***UNIVERSITY INTERSCHOLASTIC LEAGUE***

**Every coach** must read his/her specific University Interscholastic League (UIL) Sport Manual regarding his/her sport and be in compliance with 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 Rockwall ISD policies as they pertain to his/her program.

Do not hesitate to contact the Director of Athletics or athletic office on questionable matters.

Every Coach is **required** to attend an athletic review meeting prior to the start of his/her season. All new Rockwall ISD coaches are required to attend an athletic meeting during new teacher orientation.

## ***PHILOSOPHY OF ATHLETICS IN THE ROCKWALL ISD***

The philosophy of the Rockwall Independent School District's Athletic Department is to promote and maintain a broad-based program that will offer all students, with an interest in athletics, an opportunity for safe and healthy participation in the sport of their choice.

The Rockwall Independent School District's Athletic Department exists to supplement the educational process of those students who exhibit an interest in providing a forum for himself/herself to challenge his/her physical and emotional capabilities. The purpose of this program is to provide opportunities to these students to pursue and understand the values of attitude, commitment, responsibility, accountability, work ethic and team. The operational basis of the program is designed for each student to be challenged in these values through the day-to-day process of being in this program. Athletics participation is a privilege, not a right.

## ***ROCKWALL ISD ATHLETIC PROGRAM OBJECTIVES***

1. Involve as many students as possible in a positive athletic environment.
2. Instill in all students an exemplary work ethic and the qualities of: accountability, citizenship and a high degree of sportsmanship.
3. It is a goal to play everyone on all sub-varsity levels, but not a requirement.
4. Develop and maintain a complete and comprehensive off-season program.
5. Have all programs represented with class, character and dignity.
6. Establish successful programs so that all participants enjoy a positive learning experience.
7. Demonstrate that each of our athletic teams is well coached, highly disciplined and very well organized.
8. Establish a district-wide bond of loyalty and pride that reflects the principles, integrity and attitude of the Rockwall ISD.
9. Ensure that the Rockwall ISD Athletic Department objectives support the total mission of the Rockwall ISD.

# *ATHLETIC DEPARTMENT JOB DESCRIPTIONS*

## ***DIRECTOR OF ATHLETICS***

- a) Report to the Superintendent
- b) General
  - 1) The Director of Athletics shall organize and administer a competitive athletic program within the guidelines of the Rockwall Independent School District's Athletic Department philosophy and objectives.
- c) Specific Duties and Responsibilities
  - 1) Supervise the athletic program of Rockwall ISD High Schools and Middle Schools.
  - 2) Recommend for employment prospective staff members that meet the high quality standards that the Rockwall Independent School District expects in the classroom and on the field.
  - 3) Oversee all interscholastic contests in accordance with District and University Interscholastic League rules and policies.
  - 4) Direct the business affairs of the athletic program including the preparation and administration of the budget.
  - 5) Make periodic reports as requested on the operations of the athletic department.
  - 6) Evaluate designated staff within Rockwall ISD and conduct exit interviews with coaches leaving the district.
  - 7) Responsible for all University Interscholastic League issues and concerns within the athletic department.
  - 8) Oversee and work closely with the Aquatics Director to ensure the viability of the Rockwall ISD Aquatics Center and its programs.
  - 9) Represent Rockwall ISD and the athletic department in a positive way throughout the community.
  - 10) Supervise all district athletic trainers and assist in developing and implementing district sports medicine policies.
  - 11) Work with the director of nurses to help coordinate the services of the athletic trainer and the school nurses.

## ***ASSISTANT DIRECTOR OF ATHLETICS [FRESHMEN CAMPUS COORDINATORS]***

- a) Report to the Director of Athletics
- b) General
  - 1) The Assistant Director of Athletics – The position will be responsible for overseeing and managing all duties specific to this assignment in addition to duties assigned by the Director of Athletics
- c) Specific Duties and Responsibilities
  - 1) Responsible for all administrative issues relating to all high school and middle school sports
  - 2) Assist with Rockwall ISD Athletic Department master athletic scheduling.
  - 3) Assist as directed with playoff arrangements.
  - 4) Assist with campus hiring procedures throughout the Rockwall ISD
  - 5) Liaison to Human Resources with the stipend list for each campus.
    - (i) Coordinate all regional meets within Rockwall ISD.
  - 6) Work with the director of maintenance to ensure all athletic fields are safe for use.
  - 7) Direct the Rockwall ISD Coach of the Year Program.
  - 8) Middle School and High School relationships – communication
  - 9) Maintain Middle School Athletic Manual
  - 10) Evaluate Athletic staff as assigned and assist in conducting exit interviews for coaches leaving the district.

- 11) Communicate closely with Rockwall ISD facilities department regarding events held in Rockwall ISD venues.
- 12) Develop and oversee all aspects of athletic staff development 7-12.
- 13) Work with the Director of Athletics on all UIL compliance and procedural requirements.
- 14) Assist in budget planning for all Rockwall ISD programs.
- 15) Serve as athletic advisor for athletic construction projects.
- 16) Assistant Director of Athletics in all Rockwall ISD athletic staff development.
- 17) Work with the director of maintenance to ensure all athletic facilities are safe and properly cleaned and sanitized.

### ***SECRETARY FOR DIRECTOR OF ATHLETICS***

- a) Reports to Director of Athletics
- b) General
  - 1) Overseeing and managing all duties specific to this position in addition to other duties assigned by the Director of Athletics.
- c) Specific Duties and Responsibilities
  - 1) Assist the Director of Athletics with all special projects.
  - 2) When necessary, handle all administrative duties relating to a specific UIL District Executive Committee if the Director of Athletics is the District Chair.
  - 3) Responsible for monitoring and updating Athletic Event Calendar.
  - 4) Prepare and submit all Athletic-ticketing materials needed for the upcoming year.
  - 5) Coordinate the sale of varsity football season tickets.
  - 6) Maintain a database for season ticket holders.
  - 7) Organize and distribute all general admission tickets for all Rockwall ISD Athletic events.
  - 8) Assist in preparation for all Rockwall ISD Athletic events held in Wilkerson Sanders Stadium.
  - 9) Coordinate scheduling/procedures and facility requirements for all summer camps.
  - 10) Responsible for coordinating with Rockwall ISD communication department on scheduling press box hospitality, media request, scouts, etc. during the varsity football season.
  - 11) Coordinate and order all trophies, awards, throughout the school the year.
  - 12) Compose letters/memos and type all other department correspondence as needed.
  - 13) Maintain and update all information throughout the school year for the Rockwall ISD Athletic Handbook.
  - 14) Assist with all athletic department staff development training throughout the year.
  - 15) Make meeting arrangements for the Director of Athletics as requested (locations, technology and catering requests, etc.).
  - 16) Other duties as assigned by the Director of Athletics.
  - 17) Answer phones and greet visitors.
  - 18) Open and distribute mail.
  - 19) Order office supplies.
  - 20) Submit Print Shop requests as needed.
  - 21) Monitor all RISD player/coach recognition and honor awards.
  - 22) Input maintenance work orders for all Rockwall ISD Middle School Athletic Facilities and Wilkerson Sanders Complex.
  - 23) Make all travel arrangements for all High School playoff games and 100 mile radius trips.
  - 24) Secure ambulance as needed for all district athletic events.
  - 25) Preparing, inputting, maintaining, reconciling & close out annual budget for:
    - (a) Summer Recreation
    - (b) All Middle schools
    - (c) Central Athletic Department
    - (d) Wilkerson – Sanders Memorial Stadium

- (e) Rockwall ISD Aquatics Center
- (f) Outside Athletic Events which Rockwall ISD host Playoffs
- 26) Ensuring that all financial responsibilities of the Athletic Department are taken care of properly through the Rockwall ISD accounting system.
- 27) Processing Employee Reimbursement/Mileage Reports for all middle school and high school Athletics.
- 28) Prepare all Financial Reports pertaining to the current Football Season Games.
- 29) Prepare all Financial Reports for UIL pertaining to Football and Basketball playoffs.
- 30) Reconcile expenses for all playoff games hosted by Rockwall ISD from Net Gate Receipts by either invoicing or sending checks to both participating schools.
- 31) Processing Petty Cash reimbursements.
- 32) Balancing and re-establishing petty cash.
- 33) Working closely with Purchase Dept. to develop and manage Athletic Bid
- 34) Maintain current athletic information on file.
- 35) Provide meal money for all playoff teams.
- 36) Prepare & close out Purchase Orders for travel arrangement for Athletic Dept. & playoff teams.
- 37) Keeping track for Game Settlement owed to Rockwall ISD.
- 38) Tagging and inputting all Fixed Asset items for Wilkerson – Sanders Memorial Stadium and Athletic Dept.
- 39) Purchase, maintain & reconcile start up funds for new campuses.
- 40) Prepare working cash for:
  - (a) All Wilkerson – Sanders Memorial Stadium events
  - (b) All playoff event – Rockwall ISD teams & events hosted by Rockwall ISD

### ***DIRECTOR OF AQUATICS***

- a) Reports to Director of Athletics
- b) General
  - 1) Responsible for the management, maintenance, and operations of the Rockwall ISD Aquatics Center.
  - 2) Ensure the aquatic facilities are operated within the standards of the Federal, State and Local Regulations.
- c) Specific Duties and Responsibilities
  - 1) Develop and implement a comprehensive training program for all school employees who use the natatorium with their students. This would include facility safety rules, the facility emergency response plan, and general aquatic safety information.
  - 2) Develop and implement a comprehensive wellness program for all interested school employees and community members that utilize the Aquatics Center facilities.
  - 3) Develop and implement a procedure for the inspection and documentation of facility equipment safety and water sanitation as required by law.
  - 4) Develop and implement a plan for emergency response drills for school programs which use the Rockwall ISD natatoriums.
  - 5) Develop and implement a program to recruit, hire, and train lifeguards for school or non-school use of Rockwall ISD natatoriums.
  - 6) Develop and implement procedures and requirements for outside groups who use Rockwall ISD natatorium.
  - 7) Develop and implement a plan to monitor and supervise outside groups who use Rockwall ISD natatorium.
  - 8) Oversee all scheduling of Rockwall ISD natatoriums by both school and non-school groups
  - 9) Oversee and supervise the daily maintenance and repair of the natatorium.
  - 10) Act as the district expert on natatorium pool safety and design.
  - 11) Develop and manage the operations budget for the natatorium.

- 12) Invoice and collect fees for non-school use of the natatorium.
- 13) Manage and supervise the Rockwall ISD summer recreation swim program.
- 14) Other duties as assigned.
- 15) Direct and coordinate Rockwall Aquatics Center of Excellence (RACE) programs in accordance with Rockwall ISD policies and procedures.

- **Aquatics Facility Manager**

### ***HIGH SCHOOL CAMPUS ATHLETIC COORDINATOR***

- a) Report to Director of Athletics and Campus Principal
- b) General
  - 1) The High School Campus Athletic Coordinator is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Director of Athletics.
- c) Specific Duties and Responsibilities
  - 1) Coordinate and administer the campus high school Athletic program in accordance with RISD and UIL athletic objectives and policies.
  - 2) Managing campus athletic budget. All high school athletic purchases must be routed to the campus athletic secretary, then to the Director of Athletics secretary and approved by the Director of Athletics.
  - 3) Make all high school coaching assignments with approval of the Director of Athletics.
  - 4) Coordinate all campus level athletic schedules and facility usage.
  - 5) Maintain a complete and accurate high school athletic equipment inventory.
  - 6) Submit any and all necessary requests as per Rockwall ISD Athletic Administration.
  - 7) Monitor middle school implementation of philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the high school head coach.
  - 8) Manage any and all campus-based Athletic Booster Clubs.
  - 9) Interview candidates for campus athletic positions and make recommendations to the Principal/ Director of Athletics.
  - 10) Supervise and evaluate the performance of all campus-based programs and coaches.
  - 11) Possess and demonstrate the ability of effective communication with students, staff, faculty and community at all times.
  - 12) Must understand and effectively communicate the process of all areas of the NCAA Student Information Center as defined by the NCAA to athletes and parents as it pertains to all types of grant-in-aid programs.
  - 13) Possess a thorough knowledge of all UIL rules and regulations.
  - 14) Complete annually a total sports program budget and end-of-year review of all sports programs.
  - 15) Assist all other coaches in the planning and management of their programs as needed.
  - 16) Assist with the management of all UIL competitive activities that occur at the home campus as well as additional tournaments/meets held within the district.
  - 17) Develop a program to ensure that all phases of UIL compliance are adequately addressed each year with athletes, staff, parents, faculty and community.
  - 18) Complete an annual evaluation of all head coaches assigned to that campus sports programs.
  - 19) Assist the central Athletic office with annual reviews and recommendations of all interscholastic competitive programs provided by the district.

## **HIGH SCHOOL CAMPUS ASSISTANT ATHLETIC COORDINATOR**

- a) Report to Campus Athletics Coordinator and Campus Principal
- b) General
  - 1) The High School Campus Assistant Athletic Coordinator is responsible for assisting the Campus Athletic Coordinator in overseeing and managing all duties specific to this position in addition to duties assigned by the Campus Athletic Coordinator.
- c) Specific Duties and Responsibilities
  - 1) Assist Campus Athletic Coordinator to coordinate and administer the Campus High School Athletic Program in accordance with RISD athletic objectives and policy.
  - 2) Assist head campus Athletic Trainer in collecting CPR, AED and First Aid compliance cards and forward copies of all cards to the Athletic Office.
  - 3) Responsible for creating gym policies and schedules at their campus.
  - 4) Assist with the game manager to ensure the preparation of all indoor athletic events.
  - 5) Assist with Campus Athletic Coordinator to ensure the preparation of all outdoor facilities for athletic events.
  - 6) Assist Coordinator with all High School coaching assignments with approval of the Campus Director of Athletics.
  - 7) Assist in coordinating all campus level athletic schedules.
  - 8) Assist Coordinator in maintaining a complete and accurate high school athletic equipment inventory.
  - 9) Submit any and all necessary requests as per Rockwall ISD Athletic Administration.
  - 10) Assist in monitoring Middle School implementation of philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Head Coach.
  - 11) Assist in interviewing candidates for campus athletic positions.
  - 12) Assist Coordinator in evaluating the performance of all campus-based programs and coaches.
  - 13) Oversee the maintaining and scheduling of campus athletic facilities through the Rockwall ISD facility procedures.
  - 14) Possess and demonstrate the ability of effective communication with students, staff, faculty and community at all times.
  - 15) Possess a thorough knowledge of all UIL rules and regulations.
  - 16) Assist all other coaches in the planning and management of their programs as needed.
  - 17) Assist with the management of all UIL competitive activities that occur at the home campus as well as additional tournaments/meets held within the district.
  - 18) Coordinate and schedule all necessary game manager and game support staff for all campus-based athletic activities.

## **CAMPUS ATHLETIC SECRETARY**

- a) Reports to Campus Athletic Coordinator
- b) General
  - 1) The Campus Athletic Secretary is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Director of Athletics.
- c) Specific Duties and Responsibilities
  - 1) Provide daily administrative and clerical support for campus based athletic personnel.
  - 2) Manage district/campus athletic budgets.
  - 3) Prepare weekly ticket sales/gate reports, game worker/officials reports and deposits for HS and MS level campus events.
  - 4) Assist coaching staff with event check requests, user fees, fundraising and other various revenue producing venues.

- 5) Generate/process PO's and receive/distribute PO merchandise.
- 6) Work with Vendors collecting quotes/bids and the timely receiving of merchandise.
- 7) Liaison with campus Athletic Booster Clubs and Team Parents.
- 8) Manage flow of athletic information with Rockwall ISD Communication department.
- 9) Use district facility protocol to generate campus athletic maintenance requests.
- 10) Greet/direct all athletic visitors.
- 11) Liaison with college recruiters.
- 12) Assist with athletic letter jacket facilitation with staff/students.
- 13) Assist with data management for all athletic information.
- 14) Assist coaching staff with parent meetings, hospitality, banquets, college signings and season celebrations.
- 15) Maintain seasonal athletic recognitions for district reports.
- 16) Maintain up-to-date knowledge of district office and financial systems.
- 17) Manage/maintain campus athletic team inventories.
- 18) Liaison with Media (print, web, radio, TV) for Awards Information.
- 19) Maintain good rapport with staff, students, parents and district personnel.
- 20) Other duties as assigned by the Campus Athletic Director.

### ***HEAD COACHES (HIGH SCHOOL)***

- a) Reports to the Campus Athletic Coordinator and Campus Principal
- b) General
  - 1) The Head Coach will coordinate his/her program for Grades 7-12 and supervise assistant coaches working in his/her sport.
- c) Specific Duties and Responsibilities
  - 1) Communicate with the Campus Athletic Coordinator on staff assignments concerning his/her sport.
  - 2) Design offense, defense and techniques to be used in that sport for Grades 7-12.
  - 3) Responsible and accountable for all U.I.L. rules governing head coaches' program.
  - 4) Responsible for all U.I.L. matters as designated by the Director of Athletics.
  - 5) Manage, inventory, and purchase all equipment concerning his/her sport through the Campus Athletic Director.
  - 6) Each Head Coach is responsible for the individual public relations of his/her sport through the Campus Athletic Coordinator.
  - 7) Secure game officials/event supervisors for all high school level games.
  - 8) Supply visiting team needs and take care of any other requirements for the orderly performance of contests.
  - 9) See to it that EACH participant has clearance through athletic trainer before participation in athletics, INCLUDING athletic period.
  - 10) Advising Assistant Athletic Coordinator on general management and care of his/her facility.
  - 11) Submitting overnight travel list of players, means of travel, departure and arrival times, and any other necessary information to the Athletic Department and the campus Principal.
  - 12) Coordinate athletic period enrollment for incoming 9th graders with Middle School coaches.
  - 13) Responsible for submitting to Campus Athletic office copies of any policy, procedure, and/or correspondence for his/her specific sport for approval by Campus Athletic Director prior to distribution.
  - 14) Maintaining a year-to-year Letterman's list.
  - 15) Reporting any injury sustained by an athlete to the Athletic Trainer.

- 16) Each Head Coach is responsible for the dress, behavior and conduct of all his/her teams. If team rules, as set by the Head Coach, are violated, the Head Coach will deal with each situation. Ensure that all coaches refrain from the use of profanity with student-athletes.
- 17) Enter schedule changes into Rank One.
- 18) Attend Middle School events, primarily as it pertains to your sport.
- 19) All policy and procedural matters pertaining to your sport at each Middle School must be first routed to the Middle School Athletic Coordinator.
- 20) Responsible for reporting scores to the Athletic Office the first working day following the game. This includes levels 7-12.
- 21) Postseason equipment inventory will be turned in to Campus Athletic Director.
- 22) Scheduling of Athletic Banquets will be processed through the Campus Athletic Office.
- 23) Responsible for Rockwall ISD Student Athlete Code of Conduct.
- 24) Monitor Booster Club operation and secure athletic department approval for all Booster Club Activities.
- 25) Responsible for submitting cut lists to the Campus Athletic Director ONE DAY before posting.
- 26) Responsible for leading and conducting a parent meeting PRIOR to your season.
- 27) Monitor yearly eligibility of all student-athletes.
- 28) File all sport specific District/UII reports.
- 29) Establish new student procedure for specific sport (ie. PAPF).
- 30) Organize program communication procedures.
- 31) Develop a vision and plan for a sport specific program.
- 32) Create structured game day routine for staff and players.
- 33) Organize and/or oversee all sport specific home athletic events.
- 34) Coordinate specific strength and conditioning program with Campus Athletic Coordinator.
- 35) Responsible for character and direction of overall sport specific program.
- 36) Specify program objectives and how you will obtain them. Due at the end of the year meeting with the Director of Athletics.
- 37) Head Coaches should order awards at least one month ahead of the date of the actual event.
- 38) Athletic schedules are to be approved by the Rockwall ISD Athletic Department PRIOR to any release.
- 39) Attend all Athletic Department/Campus Athletic Department meetings.
- 40) Other duties as assigned by Campus Athletic Coordinator.

### ***ASSISTANT COACHES – HIGH SCHOOL***

- a) Reports to Head Coach, Campus Athletic Coordinator and Director of Athletics
- b) General
  - 1) To properly execute the philosophy, objectives and techniques of the sport he/she is coaching and provides quality assistance to the Head Coach in teaching athletes.
- c) Specific Duties and Responsibilities
  - 1) Consult with the Head Coach on all matters relating to the operations, philosophy and objectives of specified sport.
  - 2) Carry out job assignments as issued by the Head Coach.
  - 3) Make every effort to attend other sport contests at High School and Middle School.
  - 4) Coach in a positive manner and strive to bring out the best in each athlete. Refrain from the use of profanity with student-athletes.
  - 5) Other duties as assigned by Head Coach and Campus Athletic Coordinator.

## **MIDDLE SCHOOL CAMPUS ATHLETIC COORDINATOR**

- a) Report to Assistant Director of Athletics and Campus Principal
- b) Head coach's first sport will be Football, Volleyball or Basketball, the second sport coach's choice.
- c) General
  - 1) The Middle School Campus Athletic Coordinator is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Director of Athletics
- d) Specific Duties and Responsibilities
  - 1) Organize and administer the Middle School Athletic Program.
  - 2) Responsible for having a thorough knowledge of all UIL rules and regulations.
  - 3) Hire campus athletic personnel and make coaching assignments with approval of the Department of Athletics.
  - 4) Assist in developing all Middle School athletic schedules, with approval of Assistant Director of Athletics.
  - 5) Maintain a complete and accurate Middle High School athletic equipment inventory.
  - 6) Submit any and all necessary requests as per Assistant Director of Athletics.
  - 7) Implement philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Head Coach.
  - 8) Ensure all injuries are reported to the Middle School Athletic Trainer.
  - 9) Coordinate and schedule all necessary event supervisors and game support staff for all campus-based athletic activities.
  - 10) Confirm game officials for all Middle School contests.
  - 11) Communicate to the Assistant Director of Athletics prior to team cuts and any potential issues that may arise.
  - 12) Submit expense reimbursements to the Director of Athletics Secretary.
  - 13) Evaluate all campus staff.
  - 14) Prepare an end of season athletic report for a meeting with the Assistant Director of Athletics.
  - 15) Send in all work requests for Athletic fields and indoor facilities.
  - 16) Make sure Rank One is maintained.
  - 17) Physicals/Consent to treat – organize and check.
  - 18) Maintain eligibility reports.
  - 19) Assist High School head coaches with incoming 9th grade orientation.

## **MIDDLE SCHOOL CAMPUS ASSISTANT ATHLETIC COORDINATOR**

- a) Reports to Campus Athletic Coordinator and Principal
- b) Must be Head Coach of Football, Volleyball or Basketball – second sport is optional.
- c) General
  - 1) The Middle School Campus Assistant Athletic Coordinator is responsible for assisting the Campus Coordinator in overseeing and managing all duties specific to this position in addition to duties assigned by the Athletic Campus Coordinator.
- d) Specific Duties and Responsibilities
  - 1) Assist the Campus Athletic Coordinator in coordinating & administering the Campus Middle School Athletic Program in accordance with Rockwall ISD athletic objectives and policy.
  - 2) Responsible for assisting the Campus Athletic Coordinator in creating gymnasium policies at their campus.
  - 3) Assist the Campus Athletic Coordinator in the preparation and management of all indoor athletic events.

- 4) Assist the Campus Athletic Coordinator in the preparation and management of all outdoor facilities for athletic events.
- 5) Assist the Campus Athletic Coordinator with all Middle School coaching assignments with approval of the Assistant Director of Athletics.
- 6) Assist the Assistant Director of Athletics in coordinating all campus level athletic schedules.
- 7) Assist the Campus Athletic Coordinator in maintaining a complete and accurate junior high athletic equipment inventory.
- 8) Submit any and all necessary requests as per Rockwall ISD Athletic Administration.
- 9) Assist the Campus Principal and Campus Athletic Coordinator in interviewing candidates for campus athletic positions.
- 10) Assist the Campus Athletic Coordinator in evaluating the performance of all campus-based programs and coaches.
- 11) Maintain/Schedule the campus athletic facilities through the Rockwall ISD Athletic Office.
- 12) Responsible for demonstrating effective communication with students, staff, faculty and community at all times.
- 13) Responsible for having a thorough knowledge of all UIL rules and regulations.
- 14) Assist all other coaches in the planning and management of their programs as needed.
- 15) Assist with the management of all UIL competitive activities that occur at the home campus as well as additional tournaments/meets held within the district.
- 16) Assist the Campus Athletic Coordinator in scheduling all necessary event supervisors and game support staff for all campus-based athletic activities.

### ***HEAD COACHES - MIDDLE SCHOOLS***

- a) Report to Middle School Athletic Coordinator, Campus Principal and High School
- b) General
  - 1) Middle School Head Coaches are responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Assistant Director of Athletics.
- c) Specific Duties and Responsibilities
  - 1) Organize and administer a program that is beneficial for the student-athlete and preparing them for high school. Implement philosophies, schemes, strategies,
- d) techniques, skills, offenses and defenses as stressed by the High School Coaching staff.
- e)
  - 1) Conduct a parent meeting at the start of the season.
  - 2) Develop a parent packet to be distributed during the parent meeting. Include items such as: information about Rank One (how to access game schedules and online forms), practice schedule times, expectations for athletes and parents, spectator expectations at athletic events form (use attached worksheet), etc. Provide a copy to the Campus Athletic Coordinator/Assistant Coordinator.
  - 3) Manage and maintain the athletic equipment for your sport. If you have anything you are no longer using, is broken, or old, please let the Athletic Department know so it can be discarded. Please be prepared to provide specifics such as how many, exact items, etc.
  - 4) Each Head Coach is responsible for the dress, behavior and conduct of all his/her teams. If team rules, as set by the Head Coach, are violated, the Head Coach will deal with each situation. Ensure that all coaches refrain from the use of profanity with student-athletes.
  - 5) Submit all requisitions for equipment and supplies to the Athletic Coordinator/Assistant Coordinator.
  - 6) Support the feeder high school program and meet with the high school coaches as needed.
  - 7) Attend high school events (camps, practices, hosted games, etc.) as requested by the high school head coach.
  - 8) Work with Athletic Coordinator/ Assistant Coordinator to assign coaching positions within sport.

- 9) Communicate expectations with coaches in a preseason meeting as well as written sport specific expectations. Provide the campus Athletic Coordinator with your sport specific expectations.
- 10) Keep your campus principal and administration notified of all important events, activities and game results via the web, newsletter, emails etc.
- 11) Assist the game manager to assign game workers if needed (gate, scorebook, scoreboard, event worker, etc.)
- 12) Complete deposits and submit paperwork for any athletic fundraiser to the athletic department.
- 13) Responsible for checking eligibility regarding grades through the Rockwall ISD grading system.
- 14) Will maintain the Rank One Sports program by entering practice and game schedules, rosters, and results.
- 15) Responsible for entering bus requests (Using Rockwall ISD transportation system).
- 16) Conduct Emergency Drill with each team (or grade level) at the beginning of the season. Provide documentation to the Athletic Coordinator (use attached worksheet).
- 17) Attend any end of season coaches meeting requested by the Campus Athletic Coordinator.

### ***ASSISTANT COACHES – MIDDLE SCHOOLS***

- a) Report to Middle School Athletic Coordinator, Campus Principal and High School Head Coach.
- b) General
  - 1) Middle School Assistant Coaches are responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Assistant Director of Athletic.
- c) Specific Duties and Responsibilities
  - 1) Assistant coaches are responsible for organizing and administering the programs set by each Head Coach of his/her sport.
  - 2) Managing and maintaining the athletic equipment for his/her sport. (Head Coach of sport)
  - 3) Submitting all purchase orders to Middle School Athletic Coordinator for approval.
  - 4) Supporting the High School Coaching staff. Middle School football coaches will assist their feeder high school with Spring Training.
  - 5) Assistant Coaches will not dismiss a player from the program without first meeting with Athletic Coordinator.
  - 6) Coach will follow the school rules as set forth by the campus principal including, but not limited to dress code, duty schedules and in-services.
  - 7) Coach will be required to attend sport specific in-services and campus functions. (i.e. CPR, AED, First Aid, District UIL meeting, student athletic physicals, etc).
  - 8) Coach will return parent phone calls and emails within 24 hours.
  - 9) Coach will document as well as inform the Athletic Coordinator/Assistant Coordinator and Principal in the event of an emergency or problem that may have occurred at an event or practice. (i.e.: injury, rule infraction, parent concern).
  - 10) Coach is responsible for the supervision and safety of all athletes during practices, games and parent pickup.
  - 11) Coach will maintain the highest level of professionalism while coaching and while on campus.
  - 12) All coaches that are not in season may be assigned to perform duties for sports that they are not assigned to. (i.e.: track meets, golf and/or tennis matches, campus tournament).
  - 13) Coach will dress professionally in all circumstances including, the classroom, on the practice court and during games. The Principal will set classroom dress code.
  - 14) Coach will be on time for practices and game day responsibilities. If you are running late and/or are caught in a school based meeting, please contact another coach to supervise your team.
  - 15) Coach will be a positive role model. Coach in a positive manner and strive to bring out the best in each athlete. Refrain from the use of profanity with student-athletes.

- 16) Coach will speak positively about the student-athletes and staff in public and with other coaching professionals.

### Practice Day Expectations

- 1) Coach will have a written plan for practice.
- 2) Coach will show the athletes he/she is interested in their progress as individuals and as a team.
- 3) Coach will move and circulate throughout practice.
- 4) Coach will coach with positive attitude. In addition, when correcting an athlete, give positive feedback first, then make the corrections (i.e.: "You did a great job of getting to the ball. Next time, work on getting your shoulders and hips facing the target."). Coach will try to give positive feedback to every player every day.
- 5) Coach will be dressed appropriately for practice. Head Coach will define practice attire.
- 6) Coach will keep accurate practice attendance.
- 7) Coach will create a clearly defined warm-up routine for each game. Coach will be involved in the warm-up.
- 8) Cell phones should be used for professional use only.

### Game Day Expectations

- 1) All coaches will stay until the final game of the evening is complete to assist with the other games and supervise those student-athletes that remain in the stands.
- 2) Coach will ensure that all student-athletes are supervised at ALL times.
- 3) Coaches will not allow student-athletes to be released to go home with anyone but their parent and then only with the appropriate paperwork on file.
- 4) Coach will be dressed appropriately for game days. Head Coach will define game day attire.

### Forms and Information

- 1) An athlete will not be permitted to try-out for any sport in Rockwall ISD without completing ALL ONLINE FORMS through Rank One and a COMPLETED UIL PHYSICAL PACKET.

### ***CAMPUS HEAD ATHLETIC TRAINER***

- a) Report to Campus Athletic Coordinator.
- b) General
  - 1) The Head Athletic Trainer shall coordinate coverage, treatment, rehabilitation and physician referral for all athletic and designated U.I.L. programs.
- c) Specific Duties and Responsibilities
  - 1) Plan & Implement a comprehensive athletic injury and illness prevention program for student athletes.
  - 2) Attend practice sessions and athletic contests as assigned by the Campus Athletic Coordinator.
  - 3) Establish and maintain effective communication with students, parents, medical & paramedical personnel, coaches, and other staff.
  - 4) Provide physical conditioning training to student athletes.
  - 5) Fit injured athletes with specialized equipment and oversee its use.
  - 6) Prepare athletes for games & practices by conducting evaluations & using tape, wraps, splints, braces, & other protective devices as needed.
  - 7) Respond to emergencies and make quick, independent judgments about how to deal with injuries with athletes.

- 8) Identify acute injuries and provide first-aid triage, including assessing injuries & deciding whether an athlete should seek further medical attention and should discontinue participation in the athletic event.
  - 9) Establish specific procedures to be carried out by a coach or student trainer in the event of a medical emergency.
  - 10) Detect and resolve environmental risks to athletes.
  - 11) Coordinate scheduling of athletic physical examinations and screening.
  - 12) Select, train, and supervise student trainer assistants.
  - 13) Compile, maintain, and file all physical and computerized reports, records, and other documents including medical, accident, and treatment records as required.
  - 14) Maintain an inventory of training supplies and equipment. Requisition additional supplies as needed.
  - 15) Care for all injuries that athletes of the school district sustain while participating in a designated UIL athletic program, referral to team physician or family physician as necessary and informing parents immediately of any injury concern.
  - 16) Will have the team physician in attendance at varsity home football games.
  - 17) Keep records of all injured athletes.
  - 18) Keep file for the athletes regarding UIL medical forms.
  - 19) Be available for all HOME events (Freshman through Varsity) in case of emergency.
  - 20) Provide coverage for home varsity contest according to the DEC policies and Rockwall ISD policies and procedures.
  - 21) Will assure that a staff athletic trainer travels out-of-town with varsity football.
  - 22) Order and inventory all medical supplies.
  - 23) Select and supervise student trainers.
  - 24) Provide visiting athletic teams with appropriate hospitality as per policies of each campus.
  - 25) Manage the school Athletic Insurance program for the athletic department.
  - 26) Organize and monitor UIL required physical examinations for all athletics 7-12.
  - 27) Distribute to athletes and coaches all necessary UIL medical paperwork.
  - 28) Reference Sports Medicine Policy and Procedure Manual for specific responsibilities.
  - 29) Perform other duties assigned by the Campus Athletic Coordinator.
  - 30) Conduct CPR, First Aid, and AED training to all District Coaches.
- d) Supervisory Responsibilities.
- 1) Supervise the work of student assistants and assistants.

### ***CAMPUS ASSISTANT ATHLETIC TRAINER***

- a) Report to Campus Athletic Coordinator
- b) General
  - 1) The Assistant Athletic Trainer shall assist the Head Athletic Trainer in the coordination of coverage, treatment, rehabilitation and physician referral for all athletic and designated U.I.L. programs.
- c) Specific Duties and Responsibilities
  - 1) Assist in the planning and implementation of a comprehensive athletic injury and illness prevention program for student athletes.
  - 2) Attend practice sessions and athletic contests as assigned by the Athletic Coordinator and Head Athletic Trainer.
  - 3) Establish and maintain effective communication with students, parents, medical & paramedical personnel, coaches, and other staff.
  - 4) Provide physical conditioning training to student athletes.
  - 5) Fit injured athletes with specialized equipment and oversee its use.

- 6) Prepare athletes for games and practices by conducting evaluations & using tape, wraps, splints, braces, & other protective devices as needed.
  - 7) Respond to emergencies and make quick, independent judgments about how to deal with injuries.
  - 8) Identify acute injuries and provide first-aid triage, including assessing injuries & deciding whether an athlete should seek further medical attention and should discontinue participation in the athletic event.
  - 9) Assist the Head Athletic Trainer in establishing specific procedures to be carried out by a coach or student trainer in the event of a medical emergency.
  - 10) Detecting and resolving environmental risks to athletes.
  - 11) Assist with the coordination and scheduling of athletic physical examinations and screening.
  - 12) Assist in the selection, training, and supervision of student assistants.
  - 13) Compile, maintain, and file all physical and computerized reports, records, and other documents including medical, accident, and treatment records as required.
  - 14) Maintain an inventory of training supplies and equipment. Requisition additional supplies as needed.
  - 15) Care for all injuries that athletes of the school district sustain while participating in a designated UIL athletic program, referral to team physician or family physician as necessary and informing parents immediately of any injury concern.
  - 16) Keep records of all injured athletes.
  - 17) Keep file for the athletes regarding UIL medical forms.
  - 18) Be available for all HOME events (Freshman through Varsity) in case of emergency.
  - 19) Provide coverage for home varsity contests according to the policies of District XX-5A.
  - 20) Travel out-of-town with varsity football in accordance with the policies set forth by the Athletic Coordinator and Head Athletic Trainer.
  - 21) Assist with the ordering and inventorying of all medical supplies.
  - 22) Assist with selecting and supervision of student trainers.
  - 23) Provide visiting athletic teams with appropriate hospitality as per the policies of each district.
  - 24) Assist with the management of the school Athletic Insurance program for the athletic department.
  - 25) Assist with the organization and monitoring of UIL required physical examinations for all athletics 7-12.
  - 26) Distribute to athletes and coaches all necessary UIL medical paperwork.
  - 27) Reference Sports Medicine Policy and Procedure Manual for specific responsibilities.
  - 28) Perform other duties assigned by the Campus Athletic Coordinator and the Head Athletic Trainer.
  - 29) Assist Head athletic training with conducting CPR, First Aid, and AED training to all District Coaches.
- d) Supervisory Responsibilities
- 1) Supervise the work of student assistants.

# *HIGH SCHOOL POLICIES*

- A. Eligibility
- B. Participation of Students in Multiple Sports
- C. Relations with the Faculty/No Pass - No Play
- D. Off-Season Programs
- E. Transportation
- F. Maintenance, Building Modifications
- G. Scheduling of Facilities
- H. Athletic Award Policy
- I. Equipment and Inventory
- J. Officials
- K. Team Rules/Ejections/Training Rules/Grading Procedures
- L. Staff Loyalty/Integrity
- M. U.I.L. Procedures - All Head Coaches
  - a. End of Season Information Sheet
- N. Sports Medicine/Health and Safety Policies
- O. Scheduling Athletic Contests
- P. Business and Accounting Procedures
- Q. Program Public Relations
- R. Athletic Banquets/Hospitality
- S. Outside Participation
- T. Grooming
- U. Fund-Raising
- V. Parent Meeting
- W. Booster Clubs
- X. Procedure Used When Enrolling New Student/Athletes
- Y. Athletic Department Lines of Communication
- Z. XX-AAAAA Policies

## **A. ELIGIBILITY**

- 1) A student in grades 9-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if:
  - a) Beginning the 9th grade -- has been promoted from the 8th grade to the 9th.
  - b) Beginning the 10th grade -- has earned 5 credits towards State graduation
  - c) Beginning the 11th grade -- has earned 10 credits OR has earned 5 credits in the last twelve months
  - d) Beginning the 12th grade -- has earned 15 credits OR has earned 5 credits in the last twelve months.(The above eligibility criteria apply only to the following sports: Football, Volleyball, Team Tennis, Golf, Swimming, and Cross Country.)
- 2) In order to be eligible to participate in an extracurricular activity for a six week period following the first six weeks period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks.
- 3) A student whose six-week grade average, in any course, is lower than 70 at the end of any 6 weeks period shall be suspended from participation in any interscholastic activity during the succeeding three weeks periods. If, at the end of the three weeks period, the student is passing all classes, that student will become eligible 7 days after the grade was officially earned for the remainder of that current 6 weeks. Validation of the 3 weeks grade is made with the principal viewer grade report through the campus coordinator or campus principal.
- 4) Students may practice with their respective teams while they are on academic suspension.
- 5) Students may also participate in pre-season scrimmages while on academic suspension.
- 6) At the end of any 3-week ineligibility period in which a student has attained a course grade average of at least 70 in each course taken, any suspension from participation shall be removed after the 7-day grace period.
- 7) Extracurricular activities shall be limited from the beginning of the school week through the end of the school week to no more than one contest or performance per activity. Practice outside the school day shall also be limited to a maximum of eight hours per school week per activity.
- 8) Students who also assist the coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
- 9) A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for that grading period in a designated amount of time.
- 10) A student who fails a course becomes ineligible seven days after the last day of the six weeks period. For a complete listing of all grace period dates, see Rockwall ISD eligibility calendar.
- 11) The Rockwall ISD Athletic Department validates grades with a report card or a principal viewer grade report.
- 12) Waiver relating to the ineligibility of Pre-Ap and Ap courses require administrative approval.
- 13) Refer to the UIL web page - <https://www.uiltexas.org/>

## **B. PARTICIPATION OF STUDENTS IN MULTIPLE SPORTS**

Rockwall ISD Athletic Department policy allows and encourages a student/athlete to compete in multiple sports as long as the student/athlete can abide by all team rules and regulations and there is no seasonal conflict. No coach shall discourage any athlete from participating in multiple sports.

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

The Rockwall ISD Athletic Department does not endorse player cuts but realizes that there are certain sports where cuts are necessary due to financial parameters or game management. Head coaches are responsible for developing suitable and objective criteria to measure all student athletes during the tryout process.

### **C. RELATIONS WITH THE FACULTY / NO PASS - NO PLAY**

All Rockwall ISD coaches should maintain a good, positive relationship with other members of the campus faculty and staff, supporting them in matters of student discipline, grades, and any other areas of concern with athletes. Work on building positive relationships with your colleagues to help ensure the academic success of student athletes.

Each Rockwall ISD head coach is responsible for understanding the UIL/TEA No Pass-No Play guidelines and is responsible for the eligibility grade checks for his/her athletes.

Follow up with Rockwall ISD District Guidelines on Pre-AP and AP requirements with no pass no play. Rockwall ISD Academic Planning Guide:

<https://resources.finalsite.net/images/v1724342360/rockwallisdcom/rwrvc0rwyeczroccovje/APG2024-2025.pdf>

### **D. OFF-SEASON PROGRAMS MUST HAVE STRENGTH AND CONDITIONING COACHES APPROVAL**

All strength and conditioning workouts are to be downloaded into the Rockwall ISD Strength and Conditioning Google Doc prior to the week it will be implemented. That will give the strength and conditioning coaches, athletic trainers, and athletic staff serving your campus time to review proposed workouts prior to their implementation.

Each Rockwall ISD head coach is responsible for the success of his/her program. One of the most important aspects of success in any athletic program is having a quality off-season. It is the expectation from the Rockwall ISD athletic department that all head coaches integrate a sound strength and speed program into their off – season, in conjunction with fundamental skill development.

All strength and conditioning workouts are to be downloaded into the Rockwall ISD Strength and Conditioning Google Doc prior to the week it will be implemented. That will give the strength and conditioning coaches, athletic trainers, and athletic staff serving your campus time to review proposed workouts prior to their implementation.

Varsity students/athletes will remain in the off-season program and attend the other sport after school unless agreed upon by the head coaches of each sport. Communication between the sending and receiving coach must take place before a student-athlete can change athletic periods. Students/athletes remaining in the off-season program are to be excused from off-season workouts on game days of other sports. For additional information, refer to your specific campus athletic policies and procedures manual.

There are certified Strength and Conditioning coaches for each high school and feeder middle schools (located on the high school campus). Their roles are to collaborate and assist you in implementing a sound strength and conditioning program.

Summer Training: Must abide by UIL Rules. Please see the UIL manual for exact expectations for contact with athletes over the summer. Must have any outside program approved by the District Athletic office.

## **E. TRANSPORTATION**

Rockwall ISD school buses are to be used to transfer all athletic groups whenever possible. It is the responsibility of each Rockwall ISD head coach to submit a transportation request at least three weeks prior to the trip. Transportation requests are submitted online through the Rockwall ISD online submittal program. When a school bus is not practical because of distance and size of group, transportation may be in a contracted vehicle. The use of contracted vehicles must be approved and arranged by the Campus Athletic Coordinator. Drivers of rental vehicles must have prior approval from Rockwall ISD Transportation and Rockwall ISD Athletic Department 3 weeks prior to the trip.

Travel by Rockwall ISD athletic teams or individual athletes outside the overnight contests must be recommended by the Campus Athletic Coordinator and principal, and must receive approval by the Director of Athletics. Entry fees will be paid by the athletic department but transportation, lodging, and meals will be the responsibility of each individual athlete or the athletic booster club.

All Rockwall ISD athletes must travel with a team, unless there are extenuating circumstances. If there are extenuating circumstances, they must have approval from the Campus Athletic Coordinator and the Director of Athletics before permission will be granted. All athletes must return with the team unless, prior to the trip, a parent or guardian has completed a STUDENT TRAVEL RELEASE form that entitles the student/athlete to be released to the custody of the parents at the completion of the activity or event.

To drive for the Rockwall ISD, coaches must have a valid CDL passenger bus driving license and be approved by the Rockwall ISD transportation department. Rockwall ISD coaches are encouraged to drive busses on athletic trips whenever possible.

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

An early release form needs to be submitted for approval by the campus principal for any student trip, which will cause athletes to miss academic classes.

\* Operations of campus motor vehicles (Golf Carts, Gators, etc.) are to be used by RISD employees only.

## **F. MAINTENANCE, BUILDING MODIFICATIONS**

Each Rockwall ISD head coach is responsible for the general care and maintenance of his/her facility. All work orders must be submitted by campus head coaches electronically in the Rockwall ISD online submittal program or per the guidelines of each campus.

A building modification form must be completed prior to any purchase or initiation of a facility modification/enhancement/addition. A complete summary of funding sources/plans and project description

must be submitted with this request. The "Building Modification" form can be found on the Rockwall Net online forms located under Maintenance.

## **G. SCHEDULING OF FACILITIES**

For district or athletic groups or teams: use the Rockwall ISD online submittal program

Outside groups or teams: direct them to Rockwall ISD Facilities Department

## **H. ATHLETIC AWARD POLICY**

Sub Varsity Certificate -- Awarded to athletes who participate in a sport but do not letter.

Varsity Certificate -- Awarded to an athlete who receives a letter after the first letter no matter what the sport. An athlete can receive numerous certificates depending on whether he/she letters. Certificates will be campus based.

Letter Jacket -- Awarded one time during an athlete's high school career. A letter jacket is received for the first letter an athlete receives. Letter jackets are campus based. A student/athlete quitting a sport after the first contest will forfeit any award for that sport.

Signing day - All participants of signing day must be currently playing or have participated in a RISD UIL sport during the calendar year.

**It is strongly encouraged that all sport award categories be voted on by your athletes.**

### **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 will be the letter criteria. Basic considerations such as attendance, eligibility, sportsmanship, citizenship, training rules, participation and general attitude will be included in each coach's criteria. It is up to each head coach to inform his/her athletes of the Rockwall ISD Athletic Award policy criteria prior to the start of his/her specific season. A varsity athlete can receive only one jacket during his or her enrollment in the same high school.

The Rockwall ISD athletic department does not purchase letter jackets or patches.

#### **General Requirements for Lettering**

Practice habits and attendance are criteria for lettering and are left up to the discretion of the individual Head Coach.

- 1) If an athlete fails a class that affects the season it could be considered grounds for not lettering based upon the judgment of the Head Coach.
- 2) If a player is injured in a sport, it is up to the Head Coach as to whether that athlete will letter.
- 3) Freshmen -- Varsity awards can be awarded to a freshman that meets his/her sport criteria.

- 4) Managers/Trainers -- Managers will receive appropriate awards based upon recommendation of Head Coach. Student Trainers will receive appropriate awards based upon recommendation of Head Athletic Trainer.

## **I. EQUIPMENT AND INVENTORY**

Each Head Coach is responsible for purchasing, issuing and managing all equipment and supplies necessary to operate his/her specific sport. **Each Head Coach is also responsible for filing a yearly-itemized inventory list that will be a part of the End of the Season meeting notebook. A copy must also be on file with the Campus Athletic Coordinator.**

## **J. OFFICIALS**

The high school Head Coach of each sport is responsible for securing officials for all varsity contests. The Assistant Director of Athletics will handle all Middle School contests. However it is the responsibility for Middle School head coaches to confirm officials, games, start times, etc. on a weekly basis. The Director of Athletics is responsible to sign and return all athletic officials contracts.

## **K. TEAM RULES / EJECTIONS/TRAINING RULES / GRADING PROCEDURES**

*Athletics is not a requirement for graduation and participation is strictly voluntary. Athletics, as a discipline, stresses 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 policy, then it is up to the Head Coach to address the situation.*

Head Coaches have the right to remove, suspend, or correct an athlete whose conduct or actions are detrimental or distracting to the team and integrity of Rockwall ISD Athletics or any other such violations of which the Head Coach deems necessary to inform the Campus Athletic Coordinator and Director of Athletics.

It is the responsibility of each Head Coach to convey to his/her team the expectations and need for adherence to team and training rules. The Campus Athletic Coordinator and Director of Athletics must be consulted when the following rules are broken:

- 1) **The use of an illegal drug.** Please see Rockwall ISD Public Schools Activity Student Drug Testing Policy.
- 2) **Athlete ejection from a UIL contest.** If an athlete is ejected or suspended from a contest by an official or coach, it is the Head Coach's responsibility to notify the Director of Athletics as soon as possible as per UIL rules. An athlete's behavior could affect their standing on the team.
- 3) **Coach ejection from a UIL contest.** If a coach is ejected or suspended from a contest by an official, it is the Coach's responsibility to notify the Director of Athletics as soon as possible per UIL rules.

- 4) **In School Suspension (ISS) Assignment** – An athlete is suspended from interscholastic activity while serving time in ISS until the assignment is completed. The suspension begins when the student begins his day(s) in ISS. The suspension is concluded on the last day of ISS at the end of the school day.

As a reminder, athletics, as a discipline, stresses 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.

Also, you should refrain from the use of physical activity as a means of punitive/disciplinary action with students, without prior approval of the Director of Athletics, Campus Athletic Coordinator, coaches, and athletic trainers who will consult with the designated certified strength and conditioning specialist. See Board Policy FO (LOCAL)

5) **Athletics Grades for RISD are Campus Based**

Refer to the specific campus athletic policies and procedures manual.

## ***L. STAFF LOYALTY/INTEGRITY***

All staff members will make a 100% commitment to the philosophy, objectives and policies of the Rockwall Independent School District Athletic Department.

If a coach has a question or concern regarding a UIL rule/policy/procedure – the following communication process will be followed:

1. Coach will discuss the issue with the Campus Athletic Coordinator.
2. Campus Athletic Coordinator will decide whether the issue is brought to the District Athletic Office.
3. The Athletic Office will contact the UIL – not the coach.

## ***M. U.I.L. PROCEDURES - ALL HEAD COACHES***

Compliance Meeting /End of season information sheet-

Prior to the first regular season contest each head coach will be required to attend a U.I.L. Compliance meeting with the Assistant Directors of Athletics. **Coaches will submit their compliance notebook as well as all UIL Eligibility forms at that time.**

## **End of Season Information**

All Head Coaches are required to turn in copies of their end of season information to their Campus Athletic Coordinator and the Director of Athletics. Each head coach will meet with their Campus Athletic Coordinator and go over their self-evaluation and after that meeting is conducted they will meet with the District Athletic Coordinator to finalize their evaluation. This report will cover all phases of your program and all your teams from 9th-Varsity. Included in the information packet are the following items:

- a) Presentation of information needs to be in a small folder.
- b) Front page – High School/Sport/Head Coach and Staff/Identify teams you are reporting on.
- c) This season:
  - 1) Copy of schedules for all levels 9-12. We will discuss next year’s athletic scheduling.
  - 2) Team Results and Records for all levels.
  - 3) Team/Individual awards for Varsity level as well as All-District information.
  - 4) Complete Varsity player roster with players, staff, and support staff.

- 5) Breakdown total number of participants in your program from 9th-12th grade.
  - 6) Provide ethnicity breakdown
  - 7) Provide projected numbers for next season (Grades 9-12). You can call the MS Coordinators to get an estimated number of incoming 9th graders.
- d) Off-Season:
- 1) Your off-Season expectations
  - 2) Your off-Season plan
  - 3) Complete inventory for your program 9-12 (include all equipment and clothing)
- e) Program:
- 1) What is your vision for your entire program for the next 2 years?
  - 2) Project Varsity team strengths and weaknesses for the upcoming season.
  - 3) What specific things will you do to address your Varsity team's weaknesses?
  - 4) What specific problems did you encounter this year with parents or players?
  - 5) How did you handle those specific parent and player issues?
  - 6) Recommendations for improving your program.
  - 7) Copy of Middle School feeder school expectations (if applicable)
- f) Be prepared to discuss the following items: website management and technology/staff development/ UIL issues/Fundraising/budget/athletic facility scheduling/scholarship athletes/parent meetings and general organization (Operations Manual)/athletic banquets/athletic department work-orders/UIL compliance meetings/grounds/gym issues/CPR/AED & First Aid/RCP/ Medical Issues/Athletic Safety Laws.
- g) Discuss Middle School and/or High School communications as it pertains to your program.
- h) Other issues as determined by the Athletic Department.

## **N. SPORTS MEDICINE/HEALTH AND SAFETY POLICIES**

### Rockwall Independent School District Mandatory Trainings for Coaches

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

- a) **CPR/AED Certification**- All Rockwall ISD Coaches must renew their CPR/AED certification annually. Coaches are required to have a current CPR certification card available on request.
- b) **First Aid** - All Rockwall ISD Coaches must maintain a current American Heart Association (AHA) certification. Documentation of a current First Aid card must be provided to your campus athletic trainer.
- c) **UIL- Coaches Certification Program (CCP)**.- All Rockwall ISD/UIL Coaches must complete this program annually. The program consolidates all UIL required training into one program. You can register and complete the program online at the UIL website. <http://www.uil.utexas.edu/>

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

**1) Constitution & Contest Rules**

**2) Ethics**

**3) UIL Steroid Education**

**4) Safety Training (state law)**

**5) Concussion Training (state law)**-Athletic coaches, athletic trainers and potential members of the Concussion Oversight Team must complete the training annually.

**6) Sport Specific Training** – each sport has a sport specific CCP module

**7) Football coaches only** – Best Practices in Tackling certification that will be required for all football coaches once every two years. This certification is required by all football coaches in Texas.

[https://www.uilutexas.org/files/athletics/Online\\_Certification\\_Procedures.pdf](https://www.uilutexas.org/files/athletics/Online_Certification_Procedures.pdf)

8) **First Year Coaches Only - NFHS Fundamentals of Coaching Courses** – required for first year coaches (or JH volunteers) or coaches in their first year to coach in the state of Texas. . The UIL mandates all coaches new to the profession must complete the NFHS Fundamentals of Coaching Course. This is an online course, which is available at <https://nfhslearn.com/> There is a fee for the course.

9) **Each coach will be required:**

[https://www.uilTEXAS.org/policy/tea-uil-side-by-side/required\\_training](https://www.uilTEXAS.org/policy/tea-uil-side-by-side/required_training)

- A) **Complete a UIL Safety Drill prior to the beginning of the school year.**
- B) **to be a part of the creation of Emergency Action Plans for their sport(s) and have those plans on file with the Campus Athletic trainers.**
- C) **To know where the nearest AED are to the areas they coach in during the year. Each coach will be shown where the nearest AED units are located to their practice and game areas by the campus athletic trainers. Each coach will sign off that they have been shown the nearest AED to the areas they will be coaching during the school year.**

**IMPORTANT: Print the certificate and give it to your Campus Athletic Coordinator as documentation of completion. Each coach is also responsible for having all certification available on request.**

- d) **ALL New Coaches In-service.**- All coaches new to Rockwall ISD must attend New Coaches In-service. This includes current Rockwall ISD teachers who have not coached in Rockwall ISD previously. Dates and times of RISD course offerings will be sent to you per athletic office.
- e) All Rockwall ISD coaches are encouraged to get bus driver certification. Coaches must attend annual training and have an annual physical examination to maintain their bus driver certification. Information about how to obtain bus certification, annual training, and the annual physical schedule is posted on the Rockwall ISD Athletics website.

## **Physical Policies**

Each athlete must be cleared by the athletic trainer prior to participation at the high school level. Each athlete must be cleared by one of the coordinators prior to participation at the middle school level.

All **required forms** must be completed online through the Rockwall ISD Rank One link, before a student participates in **any** try-out, practice, athletic class, open gym, open weight room, athletic competition, or travels with an athletic team for any purpose.

The student is required to use the Pre-participation - Physical Examination Form enclosed. **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.**

### **The required forms are:**

- Medical Information Form
- Media Release and Drug Consent

- UIL Forms Signature Page (Acknowledgement of Rules, Concussion Acknowledgement form, Parent Student agreement form, Sudden Cardiac Arrest Awareness Form)
- Code of Conduct

Parents or Guardians are required to download – Medical History and Physical Examination forms into Rank One for trainer approval..

### ***TRAINING ROOM TREATMENT/EVALUATION POLICIES***

No one, regardless of affiliation, is to be denied first aid.

1) Treatments are to be administered only to:

Student-athletes from a Rockwall ISD High School or Middle School that are injured during certain school sponsored activities. These activities include:

Baseball	Student Trainers	Powerlifting
Basketball	Volleyball	Gymnastics
Swimming & Diving	Soccer	Water Polo
Cross Country	Softball	Football
Tennis	Golf	Track & Field
Middle School Athletics	Wrestling	

**All of the above must have a current physical on file in order to receive treatment.**

- 1) Athletes who are involved in a Rockwall ISD activity will be treated.
- 2) 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.  
If the initial treating physician has released student-athlete to another physician or medical profession there has to be a written authorization from the initial treating physician showing that release has been given from the initial treating physician to the new physician or medical professional.
- 3) Athletes who are members of a school-sponsored activity who are injured in non-UIL activities (i.e. club sports, open gyms, recreational, etc.) will only receive first aid care until a physician evaluates them. The physician must provide in writing a treatment protocol for the athletic trainer to follow.
- 4) The Sports Medicine Staff will not treat non-athletic injuries.

### **NON-ATHLETIC INJURIES**

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

- 1) Due to liability concerns, the student-athlete must first see a physician prior to being treated by the Athletic Training Staff.
- 2) The student-athlete must provide a prescription for treatment/rehabilitation from the physician. The information must be specific as to what type of rehabilitation is to be done.
- 3) No injuries that are the result of a motor vehicle accident will be seen.

## **ROCKWALL ISD ATHLETIC DEPARTMENT**

# Heat and Hydration Policy

Practice or competition in hot and humid environmental conditions poses special problems for student-athletes. Heat stress and resulting heat illness is a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems. The following practices should be observed.

## General Considerations for Risk Reductions

Encourage proper education regarding heat illnesses (for athletes, coaches, parents, medical staff, etc.) Education about risk factors should focus on hydration needs; acclimatization, work/rest ratio, signs and symptoms of exertional heat illnesses, treatment, dietary supplements, nutritional issues, and fitness status.

Assure that onsite medical staff have authority to alter work/rest ratios, practice schedules, amount of equipment, and withdrawal of individuals from participation based on environment and/or athlete's medical condition.

## General Guidelines:

- 1) An initial complete medical history and physical exam.
- 2) Gradual acclimatization of the athlete to hot/humid conditions is a must. We advise that student-athletes should gradually increase exposure to hot and/or humid environmental conditions over a period of seven to 10 days to achieve acclimatization.
- 3) Clothing and protective gear can increase heat stress. Dark colors absorb solar radiation, clothing and protective gear interfere with the evaporation of sweat and other avenues of heat loss. During the acclimatization process, student athletes should practice in T-shirts, shorts, socks and shoes. Rubberized suits should never be worn.
- 4) To identify heat stress conditions, regular measurements of environmental conditions will be taken daily. Rockwall ISD will use the district approved weather reporting information, apps, and other related materials .
- 5) Middle School Coordinators will get a heat index reading from an approved source at 1:30 P.M. and follow the guidelines appropriate for that heat index reading.

**It is believed that heat stress problems can be controlled provided certain precautions are taken. The following practices and precautions are recommended:**

1. Each athlete must have a physical exam with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State high school association's recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the physical condition of their athletes and set practice schedules accordingly.
3. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for gradual acclimatization to hot weather. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80 percent acclimatization can be expected to occur after the first seven to ten days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.
4. The old idea that water should be withheld from athletes during workouts has no scientific foundation. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of ten minutes be scheduled for a water break every half hour of heavy exercise in the heat. Water should be available in unlimited quantities. Check and be sure athletes are drinking the water. Cold water is preferable. Drinking ample water before practice or games has also been found to aid performance in the heat.

5. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. Attention must be directed to replacing water - fluid replacement is essential.
6. Know both the temperature and humidity. The greater the humidity, the more difficult it is for the body to cool itself. Test the air prior to practice or game using a wet bulb, globe, temperature (WBGT) index which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement. A WBGT device is a measurement tool that uses ambient temperature, relative humidity, wind, and solar radiation from the sun to get a measure that can be used to monitor environmental conditions during exercise. Establishing WBGT guidelines that dictate modifications in activity (work:rest ratios, hydration breaks, equipment worn, length of practice) at given WBGT temperatures play a huge factor in helping to prevent EHS. Readings should be taken before and during every outside event or practice to accommodate accordingly based on adopted guidelines. The map and table to follow provides a guideline for modification of activity based on the environmental conditions in each region. source: Grundstein et al. Regional heat safety thresholds for athletes in the contiguous United States. Appl. Geography. 2015.pdf
- 7.

## **Specific Guidelines**

### **Heat index of less than 100:**

- No Restrictions
- Unrestricted access to water at all times
- Asthmatic athletes may remove themselves from workout without penalties or repercussions

### **Heat index of 100-105**

- Outdoor workouts limited to 2 hours, 10 minute breaks every 45 minutes.
- Unrestricted access to water at all times
- Middle School workouts are limited to 1 1/2 hours, 10 minute break every 30 minutes.
- Cross country must stay on campus, limit runs to 1/2 normal length
- Conditioning for football should take place without helmets/shoulder pads.
- Athletes allowed to remove helmets if not actively participating
- Asthmatic athletes may remove themselves from workout without penalties or repercussions

### **Heat index of 106-110**

- High School workout limited to 1 1/2 hours, 10 minute break every 45 minutes
- Middle School workouts limited to 1 1/2 hours, 10 minute break every 30 minutes
- Unrestricted access to water at all times
- A 10 minute break should proceed all conditioning for high school
- Conditioning should take place without helmets/shoulder pads and not exceed 10 minutes
- Middle School Conditioning should be moved indoors
- Extra conditioning /running canceled
- Decrease repetitions and practice for overweight individuals
- Asthmatic athletes may remove themselves from workout without penalties or repercussions

### **Heat Index of 111-115**

- Middle School workouts should be moved indoors
- Shorts and T-shirts, helmets for high school workouts
- Practice shortened to 1 ½ hours for high school
- Unrestricted access to water at all times

- 15 minute break every hour
- Conditioning should take place indoors
- Decrease repetitions and practice for overweight individuals
- Asthmatic athletes may remove themselves from workout without penalties or repercussions

**Heat index of greater than 115**

- No outdoor workout

Below are Web Bulb Globe Temperature Guidelines from the Corey Stringer Institute:

<https://ksi.uconn.edu/prevention/wet-bulb-globe-temperature-monitoring/>

Cat 3	Cat 2	Cat 1	Activity Guidelines
< 82.0°F <27.8°C	< 79.7°F <26.5°C	< 76.1°F <24.5°C	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.2 - 86.9°F 27.9-30.5°C	79.9 - 84.6°F 26.6-29.2°C	76.3 - 81.0°F 24.6-27.2°C	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.1 - 90.0°F 30.6-32.2°C	84.7 - 87.6°F 29.3-30.9°C	81.1 - 84.0°F 27.3-28.9°C	Maximum practice time is 2 h. <u>For Football</u> : players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports</u> : Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
90.1 - 91.9°F 32.2-33.3°C	87.8 - 89.6°F 31.0-32.0°C	84.2 - 86.0°F 29.0-30.0°C	Maximum practice time is 1 h. <u>For Football</u> : No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports</u> : There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 92.1°F ≥ 33.4°C	≥ 89.8°F ≥32.1°C	≥ 86.2°F ≥30.1°C	No outdoor workouts. Delay practice until a cooler WBGT is reached.

### Rockwall ISD Cold Weather Guidelines

Cold weather is defined as any temperature that can negatively affect the body’s regulatory system. These do not have to be freezing temperatures. The following temperature guidelines have been established for Rockwall ISD Athletic Department practices and games.

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

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

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

- warm-up to be started indoors (stretching, etc) to not take away from 45 min.

- a practice that keeps individuals moving, try to avoid working up a big sweat in the first 20 minutes, having them be wet, and then sit around watching.
- Wearing a hat that covers the ears, and some sort of gloves to cover the hands are required.
- Keeping a very close eye on those “high risk” athletes
- If available, a cool-down indoors.

**Cold Weather Termination:** When temperature or wind chill reaches **19° F and below**, there may be a termination of outside practices and games.

## UIL Cold Weather Illness Information

Hypothermia: Hypothermia is a decrease in core body temperature.

- 1) Mild Hypothermia - shivering, cold sensation, goosebumps, 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:

- Remove athletes from cold environments.
- Remove wet clothing and replace it with dry clothing and/or blankets.
- Refer all moderate cases to the emergency room once safe to transport.
- 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:

- Do not rub the area.
- 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.
- If not absolutely certain that the tissue will stay warm after rewarming, do not rewarm it. Refreezing newly thawed frostbitten tissue can cause extensive tissue damage!
- If a person is also suffering from hypothermia, the first concern is core rewarming.

Prevention: The best method of management is prevention.

- Dress in layers.
- Cover the head to prevent excessive heat loss from the head and neck.
- Stay dry by wearing a wicking fabric next to the body and a breathable, water repellent outer layer.
- Stay adequately hydrated.
- Eat regular meals.
- Avoid alcohol, caffeine and nicotine.

- Educate participants, coaches, officials and administrators in recognition of cold-related illnesses.
- Consider cancellation of athletic events if weather conditions warrant.
- If unsure whether an athlete is hypothermic, err on the side of caution and treat accordingly.

## **RECOGNITION, MANAGEMENT AND PREVENTION OF COLD EXPOSURE**

**SIGNIFICANCE:** Although excessive and prolonged exposure to cold may be an infrequent problem in high school athletics, the prevention, recognition and management of cold-related conditions are still an important consideration for coaches, administrators and athletic trainers.

The human body's mechanisms of heat retention are significantly less efficient than our ability to dissipate heat. Epidemiological research suggests that even in otherwise innocuous environmental conditions, hypothermia can occur. During the day, the temperature may be moderate and the sun is shining, but as the sun sets and the temperature begins to fall, when coupled with conditions of exhaustion, dehydration and wet clothing associated with physical activity, the risk of cold-related pathology can increase.

Understanding the mechanisms of heat retention and production are essential to the prevention and management of cold-related illnesses and injuries:

- **Vasoconstriction** - Decreases blood flow to the periphery to prevent loss of body heat.
- **Shivering** - While involuntary shivering generates heat through increased muscle activity, it may also hinder an athlete's sport performance and ability to perform behavioral tasks to aid in heat retention.
- **Activity increase** - Increases heat production through a general increase in metabolic activity. Quick bouts of intense activity can generate incredible amounts of heat.
- **Behavioral responses** - Adjusting the number and type of clothing layers will result in heat regulation by controlling the amount of heat lost by the body.

There are two cold-related pathologies that coaches, administrators and athletes should be aware of: hypothermia and frostbite.

- **Hypothermia** is defined as a decrease in the core body temperature to at least 95 degrees F. It occurs when the heat loss is greater than the metabolic and heat production. Hypothermia can be categorized in three stages: mild, moderate and **severe**, based on core body temperature.
- **Frostbite** is a thermal injury to the skin, which can result from prolonged exposure to moderate cold or brief exposure to extreme cold. The body areas most prone to frostbite are the hands, feet, nose, ears and cheeks. Frostbite can be classified into three basic categories: frostbit, superficial frostbite and deep frostbite.

## **RECOGNITION OF COLD-RELATED ISSUES**

There are several factors influencing one's susceptibility or risk of cold related injury or illness. These factors can be additive. Thus, it is essential to appreciate each of these factors, along with the associated signs and symptoms of hypothermia and frostbite. For example, exposure to 30 degrees - 50 degrees temperature under wet and windy conditions can be equivalent to sub-zero temperatures with no wind or moisture.

### **Risk factors**

- **Low air temperature** - When cold exposure exceeds or overwhelms the body's ability to compensate for heat loss due to the external environment.
- **Wind chill** - Figure 1 provides a wind-chill index chart that identifies the risks associated with the interaction of the wind speed and air temperatures.

- Moisture - Wet skin freezes at a higher temperature than dry skin.
- Exposed skin - Heat loss occurs primarily through convection and radiation to the external environment, but may also include evaporation if the skin is moist. This is a concern for those exercising and sweating in cold environments.
- Insulation - The amount of insulation from cold and moisture significantly affects thermoregulation.
- Dehydration - Negatively influences metabolism and thermoregulation.
- Alcohol - Increases peripheral blood flow and heat loss; can also disrupt the shivering mechanism.
- Caffeine - Acts as a diuretic, causing water loss and dehydration
- Tobacco - Acts as a vasoconstrictor; increasing the risk of frostbite.

## Recognition

Coaches, athletes, officials and administrators should also be aware of the continuum of signs and symptoms associated with various classifications of cold-related pathologies: (Curtis, R. Outdoor Action Guide to Hypothermia and Cold Weather Injuries. Outdoor Action Program, Princeton University. [www.princeton.edu/~oa/safety/hypocold.html](http://www.princeton.edu/~oa/safety/hypocold.html), last updated 1995.)

## Signs and Symptoms of Frostbite

Stage	Signs and Symptoms
Frostnip	Only the outer layer of skin is frozen. Skin appears white and waxy or possibly gray or mottled. It may have sensation or may be numb. May be painful.
Superficial Frostbite	Skin appears white, mottled or gray. It feels hard or rubbery on the surface, but deeper tissue is still soft. Skin is insensitive to touch.
Deep Frostbite	Includes all the layers of the skin. Skin is white and has a "wooden" feel all the way through. There is numbness and possible anesthesia. Can include the muscle and bone.

## Management

**Hypothermia** -The basic principles of rewarming victims of hypothermia are to conserve the heat they have, and replace the heat that they have already lost. The best method to determine the extent of core temperature loss is measurement of rectal temperature. Unfortunately, obtaining a rectal temperature reading on a moderately or severely hypothermic patient can be difficult, and may expose the athlete to further cooling. The following describes the management regimes for hypothermia relative to severity:

- **Mild hypothermia** - Seek dry shelter; replace wet clothing, insulate whole body and head, avoid sweating, use external warmth (bath, fire) only if core above 95 degrees F, give warm sweet drinks and food.
- **Moderate hypothermia** - Avoid exercise and external warmth, gently rest, give warm sweet drinks and calories, internal warming via warm moist air, monitor pulse and breathing.
- **Severe hypothermia** - Medical emergency, give nothing by mouth, wrap in an insulated blanket, avoid rapid rewarming, transfer to hospital immediately.

**Frostbite** - It is very important to note that refreezing newly thawed frostbitten tissue can cause extensive tissue damage. If it is not absolutely certain that the tissue will stay warm after rewarming, do not rewarm it. Once the tissue is frozen, the major harm has been done. Keeping it frozen for a longer period of time will not cause significant additional damage. The following describes the management of frostbite relative to severity:

- **Frostnip** - Rewarm the area gently by blowing warm air onto the area or placing it against a warm body part or place in a warm (101 degrees - 108 degrees F) water bath for several minutes. Never rub the area. This can damage the affected tissue by increasing the friction on the ice crystals in the cell, causing tearing of the tissue.
- **Superficial frostbite** - If a small area is involved, it can be treated the same as indicated for frostnip; if it is a larger area, follow the management for deep frostbite.

**Deep frostbite** - Rewarm by removing restrictive clothing and immersing the affected body part in a water bath of 105 degrees - 110 degrees F for 25-40 minutes. Refer deeply frostbitten athletes to the emergency room. Do not rewarm the tissue unless absolutely certain that it will stay warm after rewarming.

## **Rhabdomyolysis**

Rhabdomyolysis, also known as rhabdo, describes a serious medical condition. It occurs when damaged muscle releases substances into the blood that can damage the heart and kidneys.

Common causes of rhabdomyolysis include injury, overexertion, infection, drug use, and certain medications.

## **Rhabdomyolysis Practical Planning and Prevention**

Gradual adaptation

Be careful with volume and going to failure

Sport-specific adaptations

Do not ever punish athletes with vigorous physical activity (Acute high volume and intensity)

Hydrate and fuel

Athlete health (i.e. medications, sickle cell trait, etc.)

Teach your athletes about proper hydration

Do not ever use heat as 'mental toughness' training

### **CDC Risk Factors for Rhabdomyolysis**

<https://www.cdc.gov/niosh/rhabdo/risk-factors/index.html>

### **10 Risk Factors for Rhabdomyolysis from NCAA**

Athletes who try the hardest

Not planning for training and progression

Novel stimuli (something that has not be done before)

Irrational Intensity

Exercise to and beyond failure

Fast repetitions for failure

Increasing the number of sets and time needed to finish

Loading weight relative to body weight

Rapid return to fitness goals

Training as punishment

# ~UIL~ PRE-SEASON REGULATIONS ~

## ~ General Eligibility Rules~

### Practice Regulations Outside the School Year

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

- 1) Student athletes shall not engage in more than three hours of practice activities on those days during which one practice is conducted.
- 2) Student athletes shall not engage in more than five hours of practice activities on those days during which more than one practice is conducted.
- 3) The maximum length of any single practice session is three hours.
- 4) On days when more than one practice is conducted, there shall be, at a minimum, one hour 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

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.

## ROCKWALL ISD LIGHTNING POLICY

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

**Pocket Perry** – is an internet based weather reporting system that utilizes GPS to record active lightning strikes.

- 1) When a suspicious cloud/storm approaches, the athletic trainer/ head coach, assistant coach or administrator will monitor Telvent.
- 2) Once the cloud/storm reaches the 10 mile range, the field should be evacuated

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

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

## Evacuation Procedures

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

## Resume Practice and Competition

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

- 1) The lightning has moved out of the ten-mile radius on the Telvent system.
- 2) No lightning strike has been detected within 10 miles for 30 consecutive minutes using the Flash Bang method.

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

## Guidelines for Infection Control

### Distribution of Preventive Information on Staphylococcal Infections:

Send a copy of Information on Staphylococcal Infections (Instructions for the Athlete) home with each student athlete the first day of practice.

Post the document on the campus web site.

### Cleaning of Facilities:

Primary cleaning product: Quat 256 Available through Maintenance and Operations

Other cleaning products: Recommended product for cleaning whirlpool tubs Cavicide (until current supplies on hand is depleted)

Cleaning schedule:

End of each class period – training room treatment tables (after each student if body fluids are left on the surface or open wounds are treated.)

- Daily – Whirlpool tubs
- Weekly – Padding on Weight Room equipment
- 4 x Annually – Emptied lockers for custodial cleaning

### Laundering of Uniforms and Towels (Practice and Game)

General population of non-infected athletes: Towels, uniforms; and any other washable items are to be washed in hot water with ordinary laundry detergent, and dried on the hottest possible setting of the clothes dryer.

Athletes with diagnosed or suspected wound infection: Soiled items are to be sent home for laundering. Items not sent home must be laundered separately from the items of non-infected athletes.

## **Training of Student Trainers**

Minimum of 2 days training to include:

- Certification in Adult CPR/Standard First Aid/AED Training
- Blood borne Pathogens
- Orientation to facilities, equipment, guidelines and procedures

Documentation of completed training should be signed by the student and person conducting the training, and maintained on file until superseded.

## **Disposal of Soiled Bandages and Sharps**

Sharps containers can be ordered through District approved vendors.

Disposal of sharps containers can be done on campus by using the following methods:

- Tape the sharps container closed when full, place it inside a box and tape it securely before disposing it in the trash; or full containers can be taped closed and taken to a physician's office that has agreed to accept the filled containers.

All waste receptacles in the training room area are to be double bagged for the safe and proper disposal of contaminated bandages and first aid supplies. Red biohazard bags are not required and are not to be used.

## **Student Allergies**

Visible signs are to be posted in the treatment area instructing student athletes to communicate any allergies they have to medicines or treatment products used in the Training Room. Student trainers and trainers are to always ask the student athlete about possible allergies prior to beginning any treatment process involving the application or administration of a medicinal or non-medicinal product.

# **Rockwall ISD Guidelines for Sports Concussion Management**

## **Introduction**

The Rockwall ISD Sports Medicine Department has established an evidence-based protocol for student athletes who have suffered from a Mild Traumatic Brain Injury (mTBI) or concussion. Between 2009-2013, it has been reported that all 50 states and the District of Columbia have passed State Laws in regards to concussions sustained to youth and high school athletes. These state laws require 3 steps: 1.) Educate Coaches, Parents, and Athletes, 2.) Remove Athlete from Play, 3.) Obtain permission to Return to Play (RTP). While each state law varies in specific requirements, Texas Legislature passed HB 2038 "Tasha's Concussion Law" in the Summer of 2011, which mandated that each school district have a concussion oversight team which designs and implements the protocol for the diagnosis, treatment and return to play of any student athlete who sustains a concussion. In compliance with the state law, Rockwall ISD has developed a protocol using the most up-to-date research and resources including neurocognitive testing (ImPact) and a 5-day exercise progression (RTP) to provide exceptional quality of care for our student athletes.

## **SWAY Medical (Student Athletes Cognitive Balance and Reaction Test)**

Rockwall ISD offers student athletes grades 9-12 the opportunity to take a neurocognitive baseline computer test utilizing the ImPact test (<http://swaymedical.com>). We baseline our student-athletes to get an objective view of where their normal brain function is without a head injury. This test is administered at the direction of the physician (who is trained to interpret results) usually 48 hours after athlete reports no symptoms. This score will be compared to his/her baseline test scores and will be used as a tool for medical professionals to determine the extent of injury and when the athlete should start the return to play protocol. It is important to note that the ImPACT test should never be used by itself, but in conjunction with other objective tests, sideline exams and symptom score sheets. In reality the neurocognitive testing is used as another piece to the puzzle to help the medical team decide the best course of action to return the student athletes back to activity safely.

Note: If student goes to a non-impact trained physician, post-injury impact test will still be given according to protocol and reviewed by concussion oversight team.

In this packet you will find the following information:

- a) Parent Education and Information for Concussions
  - 1) What is a Concussion
  - 2) General Information & Statistics
  - 3) Risks of playing with a concussion and prevention strategies
  - 4) Liability Provisions
- b) Rockwall ISD Evaluation and Management Protocol for Concussions
- c) Teacher Letter (will be sent out via Athletic Trainer or School Nurse) for academic accommodations, if necessary.
- d) Post Concussion Return to Academic Guidelines
- e) Return to Play exercise progressions
- f) Home Instructions with symptoms for possible referral
- g) Rockwall ISD Concussion Oversight Team & Contact Information & References
- h) UIL Return to Play

## **Parent Education and Information for Concussions**

### **1) Concussions or Mild Traumatic Brain Injuries (mTBI)**

- a) A concussion is a type of traumatic brain injury (TBI) commonly referred to as a mild traumatic brain injury (mTBI). They are the result of trauma to the brain that is caused by a direct blow to the head or indirect blow to the body, which causes the brain to move rapidly within the skull. This injury causes brain function to change, which results in an altered mental state (either temporary or prolonged) along with physiologic and/or anatomic disruptions of connections between some nerve cells in the brain occur. Symptoms include but are not limited to, brief loss of consciousness, headache, amnesia, nausea, dizziness, confusion, blurred vision, ringing in the ears, loss of balance, moodiness, poor concentration or mentally slow, lethargy, photosensitivity, sensitivity to noise, and a change in sleeping patterns. These symptoms may be temporary or long lasting, and can vary in appearance showing up immediately after the injury, or may not appear for days or hours after injury. Concussions can have serious long-term health effects, and even a seemingly mild injury can be serious. A major concern with any concussion is a student-athlete returning to play too soon, and exposing themselves to a second concussion before healing can take place from the initial or

previous concussion. This can lead to a serious and potentially fatal injury often referred to as second impact syndrome.

## **2) General Information and Statistics**

- a) The Centers for Disease Control (CDC) stated back in 2011 that the U.S. emergency departments (EDs) treat an estimated 173,285 sports and recreation related TBIs, including concussions, among children and adolescents, from birth to 19 yrs., with numbers increasing yearly. Children and teens are more likely to get a concussion and take longer to recover than adults. This is due to the brain not having the structural maturity and weaker neck musculature, along with the continued growth needed in areas of the brain that control cognitive function such as concentration, learning and memory, reasoning and executive function. According to the Sports Concussion Institute, it is estimated that 10 percent of athletes in any given sport suffer a concussion during a season and fewer than 10 percent of those sport related concussions involve any form of loss of consciousness (blacking out, seeing stars etc.) Most commonly reported symptoms for concussions are headaches (85%) and Dizziness (70-80%), and are generally reported immediately after injury occurs. With each passing year, concussions in adolescents continue to increase and as previously stated the biggest concern is the risk of repeated concussions and second impact syndrome to our student athletes. These two potential problems can have long lasting, and even terminal effects, on the individual.

## **3) Risks of playing with a concussion and Prevention strategies**

- a) Tasha's law was implemented to add protection to our student athletes from returning to play too soon from a concussion thus reducing their chances for further life changing injuries. Playing before the initial concussion has healed will put the student athlete at risk for long-term damage such as brain swelling (second impact syndrome) or a prolonged recovery (months-years) with devastating and fatal consequences. Rest is the key after a concussion, pulling the athlete out immediately after suspected injury and referring them to the proper health care professional trained in diagnosing and treatment of concussions (athletic trainers and physicians). Athletes parents, and other school and league officials sometimes wrongly believe that it shows strength and courage to play injured. While there are some injuries that can be "pushed" a possible head injury is never one of them. Discourage others from pressuring injured athletes to play and do not let your athlete (son/daughter) convince you that they are "just fine" (contact your son/daughters school athletic trainer if you suspect a head injury at all). The best prevention of any long-term issues after an initial concussion is obtained by allowing the athlete's brain adequate time to rest to diminish any active symptoms. Remember as stated previously, it is well known that child and adolescent brains need more time to recover than that of an adult, the process has no definitive time-table and some may take more time than others.
- b) Prevention of obtaining initial concussions has not been proven in any way. The best prevention is to practice proper safety protocols per individual sports. Although no research has proven that any equipment will in any way prevent or reduce concussions it is always best to make sure helmets, chin straps, mouth pieces etc. are worn properly to provide the utmost protection that they were intended for. Remember there is no helmet or mouth guard that will prevent a concussion. Helmets were intended for prevention of skull fractures, and mouth guards intended to protect the teeth. Some studies show that an increase in neck strength may help to reduce the force sustained by the brain moving within the skull. Other helpful strategies to promote safety and help to create an environment to prevent head injuries involve, teaching and practicing proper safe playing techniques in all sports, insisting on safety first, encouraging athletes to follow rules of play and practice good sportsmanship, educate athletes on dangers of playing with head injury (hiding symptoms), and weekly safety checks on equipment to make sure they are adequately applied. As most know,

athletes especially of adolescent ages will often under report symptoms of injuries, and concussions are no different. As a result, education administrators, coaches and students are all a vital part of the student-athletes overall safety.

#### **4) Liability Provisions**

- a) The student-athlete and the student-athlete's parent/guardian or another person with legal authority to make medical decisions for the student-athlete understands this policy does not:
- b) Waive any immunity from liability of a school district or open-enrollment charter school or of district or charter school officers or employees;
- c) Create any liability for a cause of action against a school district or open-enrollment charter school or against district or charter school officers or employees;
- d) Waive any immunity from liability under Section 74.151, Civil Practice and Remedies Code;
- e) Create any liability for a member of a concussion oversight team arising from the injury or death of a student participating in an interscholastic athletics practice of competition, based only on service on the concussion oversight team.

#### ***Concussion Evaluation and Management Protocol***

Rockwall ISD has developed a protocol for managing concussions. This policy includes a multidiscipline approach involving athletic trainer clearance, physician referral and clearance, neurocognitive testing and successful completion of activity progressions related to his/her sport. Your son/daughter must pass all of the components involved in the concussion management protocol in order to return to sport activity after sustaining a concussion. **ATHLETE DOES NOT RETURN TO A GAME/PRACTICE IF HE/SHE HAS ANY SYMPTOMS THAT INDICATE A POSSIBILITY OF SUFFERING A CONCUSSION.**

#### **Evaluation for Concussion:**

- a) Athlete is evaluated if head injury is suspected using one of these assessment tools:
  - 1) Sports Concussion Assessment Tool (SCAT3)
  - 2) Graded Symptom Checklist (GSC)
  - 3) Sideline Functional & Visual Assessments (ImPact sideline app)
  - 4) On-Field Cognitive Testing
- b) If extreme symptoms after initial evaluation- referral for immediate medical evaluation
- c) No extreme Symptoms (determined by Athletic Trainer evaluation): Concussion Home Instruction forms discussed and signed along with discussion of Rockwall ISD Concussion management plan with parent or guardian.
- d) Referral to a Concussion trained and ImPact certified physician or physician of parents choosing.
  - 1) All athletes must see a physician (this includes athletes who were initially referred to ER)
  - 2) If concussion is confirmed diagnosis: athlete will not participate in game until completing the RISD return to play protocol, and obtaining physician clearance.
- e) Daily Symptom score check sheet to be filled out by the athlete either in AM or PM when checking in with the athletic trainer. If not at school, the parents should give symptom check sheet daily until return to school.
- f) Teacher notification by the athletic trainer or school nurse. Notifications will include teachers, counselors, principals, assistant principals, athletic trainers and school nurses. If school accommodations are needed, these will be included in initial email per physician recommendation.

## Concussion Management and Return to Play Guidelines

- a) After initial evaluation from physician, student-athlete must be symptom free at rest for a minimum of 48 hours. At this time the physician will direct the student athlete to then take a post-injury neurocognitive test (ImPact) administered by the athletic trainer.
- b) Once physician has cleared athlete for activity, they will start the progressive step-by-step protocol developed by Rockwall ISD sports medicine staff. The progressions are as follows:
- c) Gradual Progressions for Return To Play: 5-day progressions
  - 1) Athlete Symptom Free for 48hr (medicine free) and cleared by MD for RTP
  - 2) ImPACT test will be taken after 48 hrs symptom free or as directed by physician and will be a tool used to influence cognitive function of athlete and determine if RTP is advised.
  - 3) Day 1: Light Aerobic exercise with no resistive exercise
  - 4) Day 2: Aerobic activity with resistive training
  - 5) Day 3: Sports specific activity
  - 6) Day 4: Non-Contact Practice
  - 7) Day 5: Full Contact Practice (w/contact if applicable)
  - 8) Note: If athlete experiences any post concussion symptoms, he/she will wait 24hr of being symptom free and resume at previous day of progressions
- d) Upon completion of the return to play protocol the athletic trainer must receive a written release from physician and UIL required return to play form signed by parent/guardian and athletic trainer.

## CONCUSSION RETURN TO CLASSROOM PROGRESSIONS

**SOURCE: Rockwall ISD Sports Medicine Staff**

### a) STEP 1

- 1) No School Attendance: Emphasize Cognitive & Physical Rest
- 2) Recommendations: No Tests, Quizzes, or Home Work
- 3) Students May Be Sensitive to Light & Noise
- 4) Students May Complain of Intense/Continuous Headaches
- 5) Students May Not Be Able to Read More Than 10 Minutes Without Increase of Symptoms
- 6) Progress to Next Step When: Decreased Sensitivity to Light or Noise
- 7) Decreased Intensity & Frequency of Headaches
- 8) Ability to Read More Than 10 Minutes Without Increased Symptoms

**(If Student Remains @ Step 1 Longer Than 2 Weeks, Consult Student Support Team to Discuss Progress)**

### b) STEP 2

- 1) Report to AT/Nurse: Open for Modified Daily Class Schedule
- 2) Recommendations: Reduce Weight of Backpack or Provide 2nd Set of Textbooks Arranged by Counselor
- 3) Obtain a "5 Minute Pass" to Avoid Noisy, Crowded Hallways Between Classes/Lunch
- 4) No Tests/Quizzes/Homework; Provide Copies of Class Notes
- 5) Wear Sunglasses When Looking at Smart Boards; No PE or Exercise
- 6) Ex: Day 1-PM Classes Only, Day 2-AM Classes Only, Day 3-10am-2pm, etc.
- 7) Progress to Next Step When: Each of Students Classes Has Been Attended At Least Once
- 8) School Activity Does Not Increase Symptoms
- 9) Overall Symptoms Decrease May begin Social Reintegration

### **c) STEP 3**

- 1) Report to AT/Nurse: Full Day of School
- 2) Recommendations: Reduce Weight of Backpack or Provide 2nd Set of Textbooks Arranged by Counselor
- 3) Obtain a "5 Minute Pass" to Avoid Noisy, Crowded Hallways Between Classes/Lunch
- 4) No Tests/Quizzes/Homework; Provide Copies of Class Notes
- 5) Teacher has Discretion to use 'Mastery Learning" Criteria to Reduce Subject Matter Workload
- 6) May begin RTP Exercise Progressions
- 7) Progress to Next Step When: IMPACT or Scat2 Scores Normalize
- 8) Symptoms Almost Resolved
- 9) School Does Not Increase Any Symptoms

**(If Student Can't Go Past Step 3 After an Extended Period of Time, Makeup Work Should Not Be Required; Refer to Student Support Team)**

### **d) STEP 4**

- 1) Report to AT/Nurse: Full Academic Load
- 2) Recommendations: Resume All Academic Responsibilities Including Tests, Quizzes, & Home Work
- 3) PE and/or RTP Progressions Should Be Advancing at This Point (If ANY Symptoms Return During Step 4, Return to Step 3)

### **e) STEP 5**

- 1) Follow Up Discussions (Up To 1 Year Post Concussion)
- 2) Recommendations: The Athletic Trainer/Nurse/Counselor Will Conduct A Follow Up Interview with the Student After 1 Week.
- 3) Helps Determine if Additional Counseling or Intervention is Required
- 4) Students are Encouraged to Continue Meeting with Counselors to Update Them on Academic Progress
- 5) Helps Avoid the "Neurocognitive Stall" That Seems to Occur Within a Year After the Concussion

## **CONCUSSION RETURN TO PLAY PROGRESSIONS**

**Source: Rockwall ISD Sports Medicine**

### **a) STAGE 1**

- 1) Recommendations: Exercise in Quiet Area (ATR, PT Clinic)
- 2) No Impact Activities
- 3) Balance & Vestibular Treatment (PRN)
- 4) Limit Head Movements & Position Changes
- 5) Limit Concentration Activities
- 6) Activity: Light Aerobic Conditioning (Stationary/Recumbent Bike)
- 7) Balance Activities (BAPS Board, Foam Pad, Mini Trampoline, etc.)
- 8) Exercises that Limit Head Movements (weight machines, squats/lunges, etc.)
- 9) Core Exercises With No Head Movements (Planks, Leg Lifts, Stability Work, etc.)

### **b) STAGE 2**

- 1) Recommendations: Exercise in Gym Area (Weight Room, Gym)
- 2) Use Various Equipment
- 3) Allow Positional Changes & Head Movement

- 4) Low Level Concentration Activities (Counting, Repetitions, Recall Plays/Formations/Game Plan, etc.)
- 5) Activity: Light to Moderate Aerobic Conditioning (Bike, Elliptical, increased time & intensity)
- 6) Balance Activities With Head Movements (Add Ball Toss, weight pickups, etc)
- 7) Resistance Exercises with Head Movements (Rotating Lunges, Medicine Ball Work, etc)
- 8) Low Intensity Sport Specific Activities
- 9) Core Exercises with Head Movements

**c) STAGE 3**

- 1) Recommendations: Exercise in Any Environment
- 2) Strength Conditioning
- 3) Increased Balance & Proprioceptive Work
- 4) Concentration Challenges
- 5) Activity: Moderately Aggressive Aerobic Exercises (Running, Plyometrics, Stair Running, etc)
- 6) All Forms of Strength Exercises (Normal Lifting)
- 7) Dynamic Warm Ups
- 8) Impact Activities (Running, Jumping, Plyometrics)
- 9) Challenge Positional Changes (Burpees, Mountain Climbers, etc)
- 10) More Aggressive Sport Specific Activities

**d) \*\*STAGE 4 (NO CONTACT PRACTICE)\*\***

- 1) Recommendations: Avoid Contact Activity
- 2) Resume Aggressive Training in All Environments
- 3) Activity: Max-Exertion Sport Specific Activities
- 4) No Contact

**e) \*\*STAGE 5 (FULL PRACTICE WITH CONTACT)\*\***

- 1) Recommendations: Initiate Contact and Full Exertion Activities as Sport Indicates
- 2) Activity: Full Physical Training Activities with Contact
- 3) Troutman-Enseki, C. (2013). Post Concussion Management: Exertion Therapy. Pittsburgh, PA. University of Pittsburgh Center for Sports Medicine

# Rockwall ISD Concussion Management Home Instructions & Symptom Referral

\_\_\_\_\_ sustained a concussion during \_\_\_\_\_ today. In some situations, the signs and symptoms of a concussion do not become obvious until hours or even days later. To make sure he/she recovers please follow the following important recommendations and be observant for the following signs and symptoms:

- 1) Loss of consciousness on the field (athletic trainer and/or coach will be aware) \*
- 2) Amnesia (memory loss)
- 3) Cranial nerve deficits (on field evaluation will determine)
- 4) Vomiting\*
- 5) Headache (if intensity and severity increase\*)
- 6) Mental Confusion/Behavior changes
- 7) Ringing in Ears
- 8) Dizziness
- 9) Changes in Gait/Balance
- 10) Blurry or double vision that doesn't improve\*
- 11) Decreasing level of consciousness\* (losing consciousness suddenly)
- 12) Slurred Speech\*
- 13) Decrease or irregularity in pulse or respiration\*
- 14) Unequal, dilated or unreactive pupils\*
- 15) Any signs or symptoms of associated injuries, spine or skull fracture or bleeding\*
- 16) Seizure activity\***

**\* Indicates that the athlete needs to be transported immediately to the nearest emergency department.**

Best guideline is to note whether symptoms are becoming worse. If you have any questions at all about the symptoms you are observing please contact your school athletic trainer, treating physician, or seek medical

Things OK to do:	Do NOT:	No Need to:
Take acetaminophen (Tylenol)	Be on phone, TV, computer	Check eyes w/flashlight
Use ice packs on head/neck as needed	Listen to music	Wake up every hour
Eat a light diet	Drink Alcohol	Test Reflexes
Rest (no strenuous activity/sports)	Drive w/symptoms	
Return to school (as physician directs)	take ibuprofen Be around loud noises/bright lights	

attention at the closest emergency department if deemed necessary. Otherwise, follow home instructions below for care: Please be sure to have student athlete check in with one of the Certified/Licensed Athletic Trainers daily to fill out symptom score sheet and drop off any physician's notes.

Instructions provided to: \_\_\_\_\_ Signature: \_\_\_\_\_

Instructions provided by: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Contact Info: \_\_\_\_\_

# EMERGENCY ACTION PLAN FOR ATHLETICS

## Introduction

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

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

## Components of the Emergency Plan

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

- a) Emergency Personnel
- b) Emergency Communication
- c) Emergency Equipment
- d) Roles Of Licensed Athletic Trainers, Student Trainers, Coaches, And Administrators
- e) Venue Directions
- f) Procedure for sending Middle School Athletes to athletic trainer

### a) Emergency Plan Personnel

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

3) Roles within the Emergency Team

- (a) Establish scene safety and immediate care of the athlete
- (b) Activation of the Emergency Medical System
- (c) Emergency equipment retrieval
- (d) Direction of EMS to scene

4) Activating the EMS System

5) Making the Call:

(a) 911

- 1. Providing Information:
- 2. name, address, telephone number of caller
- 3. nature of emergency, whether medical or non-medical
- 4. number of athletes
- 5. condition of athlete(s)
- 6. first aid treatment initiated
- 7. specific directions as needed to locate the emergency scene ("Come to the faculty parking lot off of Fairway Drive")
- 8. other information as requested by dispatcher

6) 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.

## **b) Emergency Communication**

- 1) 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.
- 2) Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to

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

### **c) Emergency Equipment**

- 1) 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 log book for continued inspection is strongly recommended.
- 2) It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise

### **Medical Emergency Transportation**

Emphasis should be placed at having an ambulance on site at high risk sporting events. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue. If an ambulance is not present at an event, 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.

### **Non-Medical Emergencies**

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

### **Safety Drill**

All Rockwall Independent School District sports teams are required to do an annual safety drill. This drill shall be completed prior to the end of the first six weeks and /or the first competition. The drill will include all components of the emergency action plan and/or team and be documented by the head coach.

## Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving the 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 Rockwall Independent School District helps ensure that the athlete will have the best care provided when an emergency situation does arise.

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

# Rockwall High School Emergency Procedure

## Competition Gym

### Non-Urgent

- 1) Contact Athletic Trainer or School Nurse
- 2) Contact Parent

### Urgent

- 1) Call 911
- 2) Instruct EMS to report to the competition gym at

**Rockwall High School**

**901 Yellowjacket Lane**

**Rockwall, Texas 75087**

**Instruct the EMS to enter the facility from Yellowjacket Lane into the circle drive in front of the school. The competition gym is located at right hand under the gymnasium sign.**

- 1) Send appropriate personnel to meet and direct EMS personnel into the building from the parking lot.
- 2) Provide necessary information to EMS personnel.
- 3) Provide appropriate emergency care until the arrival of EMS personnel.
- 4) Contact Parent
- 5) Contact Athletic Trainer/Campus Athletic Coordinator/Principal
- 6) Contact Campus SRO

### **LOCATION OF AED**

- 1) **Hallway on east side of gym next to the training room.**
- 2) **Freshman Building in hallway next to the nurse's office.**

### Emergency Phone Numbers

<b>Position</b>	<b>Name</b>	<b>Contact Info</b>
Campus SRO		
Campus Nurse		
Campus Athletic Coordinator		
Campus Principal		
Director of Athletics		
Asst. Director of Athletics		
Athletic Trainer		
Campus Secretary		
Sports Medicine Coordinator		

# Rockwall Independent School District Athletic Safety Drill Checklist

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

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

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

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

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

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

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

Coach's Signature \_\_\_\_\_.

## Procedure for Sending Middle School Athletes to see the Athletic Trainer

- 1) An injury report must be filled out by the middle school coach prior to sending an athlete to see the high school athletic trainer.
- 2) The middle school coach must contact the athletic trainer to make an appointment for the athlete.
- 3) A parent must accompany the athlete to see the athletic trainer.

## O. SCHEDULING OF ATHLETIC CONTESTS

Strict adherence to Rockwall ISD Board policy is a prerequisite before any scheduling may take place. Each RISD Head Coach is responsible for his/her own non-district schedule. ALL 7-12 schedules must be approved through the Department of Athletics BEFORE being released. Any special scheduling must be approved by the Athletics Director. Middle School scheduling will be the responsibility of the Assistant Director of Athletics along with Middle School Athletic Coordinators.

## P. BUSINESS AND ACCOUNTING PROCEDURES

### Purchase Order Requests and Deliveries

Each head coach is responsible for the purchasing of equipment and supplies needed for his/her sport. Before any ordering is done for your sport, you must have a purchase order issued from the RISD purchasing department. The first step to ordering is to identify district contracts and approved vendors.

#### a) Determine the vendor and bid number

Vendors that are currently on contract with RISD are called Bid or Contract Vendors.

Many contracted vendors are listed under the web page under purchasing. Some cooperative vendors are also listed. Please see the individual lists. However, if you have questions, you may contact Athletic department athletic secretary Kay Neurohr at 469-698-7364 or campus athletic secretary.

**Be sure that the information on your Requisition is accurate; vendors will delay processing your Purchase Order if the pricing is incorrect.**

For purchases from **vendors currently on contract with the District or purchasing cooperative**, the following information is required for requisition processing. The District will not reimburse employees or assume responsibility for purchases made without authorization.

Obtain Quotes as followed:

- For purchases \$1 – \$2,500 a quote has to be attached. Add freight charges, if necessary. When in doubt, contact the vendor for a freight quote.
- For purchases \$2,500 require three price quotes (may be telephone quotes) Contact Kay Neurohr for proper form.

**Please do not enter multiple requisitions in an attempt to circumvent the quote requirements as this will only delay your order.**

#### b) Purchase Order Requests “Requisition Worksheet”

Once you have identified a vendor and gotten any required quotes, you must fill out a requisition worksheet for the financial clerk.

### **Notes on completing the Requisition Worksheet**

- Include a copy of your quote with your requisition worksheet.
- Fill in all spaces where appropriate – the more information the better.
- Include any discounts.
- Include shipping if necessary (remember most vendors charge shipping on large items if you are not sure call them).
- Make sure you have included information to properly budget code the PO for example:
  - “RHS/Boys Basketball” or “User Fee” or “RHHS/Tennis ½ boys & ½ girls”, etc.

**After you have completed the requisition** please send it to campus athletic secretary along with any quotes, attachments or other misc. information. All requisitions must have a coordinators signature prior to being processed. Purchase order requests are processed daily.

### **Important Notes:**

- Vendors will not release orders without a purchase order number.
- Do not order directly through the vendor – a purchase order must be issued to provide a proper paper trail for payment and audit.
- Do not change your order with the vendor after the purchase order has been sent. If a change must be made call the financial office and together we will handle it properly.
- Do not accept any double shipments – these are not free – we will be billed causing over spending.
- Please make sure you have all items on your order before you sign off for payment.

### **1) Entry Fees “Entry Fee Form”**

- Fill out the “Entry Fee Form” form – all information blanks must be filled in. Print the form do not email it.
- Attach the meet invitation 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.
- Please remember your request needs to be received by Thursday noon in order to get a check by the next check run. These checks need at least 10 days of lead time in order to arrive to your event on time.
- The check will be mailed unless you specifically write on the request form that you will pick it up.
- **If it is within the Agreement** please note on the Check Request Form. The check request form and the tournament invitation must be turned in together to the campus athletic secretary.
- **If it is outside the agreement and the allowed amount**, if you have tournament funds remaining, the athletic department will fund the tournament entry fee. If you have zero funds remaining, the funds will need to be provided through your booster funds or activity account.
- All out of town tournament fees will be paid for by booster.

### **2) All business procedures related to financial reimbursement need to follow RISD business and finance procedures. Found on the district intranet, under business and finance.**

### 3) Playoff Travel, Meals and Advances

- It is the responsibility of the Head Coach to contact the Department of Athletics ASAP for all meal money for students and coaches - \$7.00 Breakfast, \$7.00 Lunch, \$7.00 Dinner. Coaches may claim \$7.00 per meal when supervising students who are on overnight travel trips. A check will be issued for the approved number of meals once the coach has submitted his approved list of qualifying athletes, coaches, managers, etc. The athletic financial secretary will attach a sign out sheet to the check. Please have each person sign for his/her money when they receive it. Please return the sign out sheet to the athletic department with change, if any, as soon as you have returned from travel. **Refer to the RISD student travel request form.**
- Hotel prepaid checks – When a hotel requires us to pay upon arrival you will be issued a prepaid check. At check out please make sure that you are given a “Folio Statement” that shows either a zero balance due or a refund amount due. Please return this to the athletic department as soon as you return from your travel.
- **Rental Cars will be used ONLY with prior approval from the Director of Athletics.**

### 4) Coaching Clinics/Memberships

- Rockwall ISD Athletics will pay for one membership to a coaching association preferably (THSCA or TGCA). The cost of the membership cannot exceed the fee of THSCA or TGCA memberships.
- All Coaches are responsible for registering and paying their expenses for clinics. Be sure to include a copy of your certificate of completion for any clinic attended. Credit for Out of District Staff Development forms are also due at that time. You must seek prior campus administration approval before attending any clinic.

## Q. PROGRAM PUBLIC RELATIONS

Each Head Coach is responsible for promoting his/her program within the guidelines of the U.I.L. and the Rockwall Independent School District school policy. Any advertisement needs to be approved by the athletic department with the exceptions of programs.

## R. ATHLETIC BANQUETS / HOSPITALITY

The head coach of each sport will coordinate all pre-season and/or post-season banquets. It is the responsibility of the head coach to communicate dates, times, locations to the Campus Athletic Coordinator. **Total funding for all athletic banquets will be the responsibility of athletic booster clubs.**

Rockwall ISD Athletic Department does not provide funding for coaches’ hospitality rooms. Hospitality is provided for RISD/UIIL Regional Hosted Events only.

## S. OUTSIDE PARTICIPATION

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. **Refer to Sports Medicine Policies regarding student injuries that occur during non-school participation.**

## **T. FUND-RAISING**

All fundraising has to have prior campus principal and Campus Athletic Coordinator approval.

Request for fundraising Activity/Report of fundraising form

Any type of fund-raising project must have prior approval by the Campus Athletic Coordinator and Campus Principal. For additional information, coaches will refer to RISD Board Policies.

Review the Crowd funding guidelines on RISD athletic web page.

## **U. PARENT MEETING**

Every sport will conduct a pre-season parent meeting that will be coordinated with the Campus Athletic Coordinators. Agenda items for the meeting are in the forms section of your manual. Every head coach must keep a sign-in sheet of parents attending the meeting.

## **V. BOOSTER CLUBS**

Athletic Booster Clubs are under the supervision of the Campus Athletic Coordinator. Booster clubs must operate within the policies and procedures as set forth by Rockwall ISD. Head coaches will be held responsible for UIL/RISD compliance.

## **W. PROCEDURES USED WHEN ENROLLING NEW STUDENT/ATHLETES**

- 1) Students must have a completed physical/online form signatures completed BEFORE they can have any kind of physical activity.
- 2) Coach must verify eligibility using current transcript.
- 3) Coach must process PAPF through proper channels.
- 4) Contact coach at previous school immediately to verify validity of transfer.
- 5) If a Varsity-level athlete, make sure he/she is added to the UIL Eligibility Form.

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

All Athletic Department Staff are to follow their appropriate lines of communication when dealing with any and all athletic department business and issues. Any deviation from this process will be accounted for in the annual evaluation process. This is to ensure that all athletic department business can be conducted efficiently and the appropriate department or administrator can respond according to RISD and Athletic Department policies.

**~All RISD staff will first contact the Athletic department on ALL UIL issues~**

# MIDDLE SCHOOL POLICIES

- a) Eligibility
- b) Participation of Students in Multiple Sports
- c) Relations with the Faculty/No Pass – No Play
- d) Off-Season Program
- e) Transportation
- f) Maintenance, Building Modifications, and Scheduling of Facility
- g) Athletic Award Policy
- h) Equipment and Inventory
- i) Team Rules/Ejections/Training Rules/Discipline Schedule
- j) Staff Loyalty/Integrity
- k) UIL Procedures – All MS Head Coaches
- l) UIL – End of Season Meeting
- m) Procedures for Athletes Visiting the Athletic Trainer
- n) Scheduling of Athletic Contests
- o) Athletic Department Lines of Communication
- p) Program Public Relations
- q) Athletic Banquets/Hospitality
- r) Outside Participation
- s) Grooming
- t) Staff Relation - Hiring
- u) Parent Meeting
- v) Rockwall ISD Athletic Dept. Guidelines for Conducting a Pre-Season Meeting
- w) RISD Athletic Department Administrative Regulations for High School and Middle Schools

## A. ELIGIBILITY

- 1) An individual may participate in League competition or contest as a representative of a member school if he/she meets the following:
- 2) In order to be eligible to participate in an extracurricular activity for a six week period following the first six weeks period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks.
- 3) A student whose six-week grade average, in any course, is lower than 70 at the end of any 6 weeks period shall be suspended from participation in any interscholastic activity during the succeeding three week period. If, at the end of the three weeks period, the student is passing all classes, that student will become eligible 7 days after the grade was officially earned for the remainder of that current 6 weeks. Validation of the 3 weeks grade is made with the principal viewer grade report through the campus coordinator or campus principal.
- 4) Students may practice with their respective teams while they are on academic suspension.
- 5) Students may also participate in pre-season scrimmages while on academic suspension.
- 6) At the end of any 3-week ineligibility period in which a student has attained a course grade average of at least 70 in each course taken, any suspension from participation shall be removed after the 7-day grace period.
- 7) Extracurricular activities shall be limited from the beginning of the school week through the end of the school week to no more than one contest or performance per activity. Practice outside the school day shall also be limited to a maximum of eight hours per school week per activity.
- 8) Students who also assist the coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
- 9) A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for that grading period in a designated amount of time.
- 10) A student who fails a course becomes ineligible seven days after the last day of the six weeks period.
- 11) The RISD Athletic Department validates grades with a report card or activity bucket. An athlete **will not** submit his/her grades.
- 12) The expectation when you enroll in 7th grade girls athletics, the athletes will be required to participate at least in two sports. If they do not make the athletic period sport (volleyball, basketball, football) they will be required to participate in any of the other sports (cross country, tennis, soccer, wrestling or track) to be eligible for the 8th grade athletic class. The athlete will have the opportunity to try out for their desired sport when it is offered, but not be able to enroll in athletics for 8th grade until they make the (athletic period) sport. If they do not make the sport they tried out for, they will remain in their original class and will be able to participate in any of the out of athletic period sports (cross country, tennis, soccer, wrestling, or track).

## B. PARTICIPATION OF STUDENTS IN MULTIPLE SPORTS

RISD Athletic Department policy allows and encourages a student/athlete to compete in multiple sports as long as the student/athlete can abide by all team rules and regulations and there is no seasonal conflict. No coach shall discourage any athlete from participating in multiple sports.

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

The RISD Athletic Department does not endorse player cuts but realizes that there are certain sports where cuts are necessary due to financial parameters or game management. Head Coaches must provide a cut list to the Campus Coordinator 24 hours prior to student/parent notification.

### **C. RELATIONS WITH THE FACULTY / NO PASS – NO PLAY**

All RISD coaches should maintain a good, positive relationship with other members of the campus faculty and staff, supporting them in matters of student discipline, grades, and any other areas of concern with athletes. Coaches should mix and mingle with the faculty and staff, and remember that these people can and will help if they feel we are sincerely helping them and are one of them.

Each RISD head coach is responsible for understanding the UIL/TEA No Pass-No Play guidelines and is responsible for the eligibility grade checks for his/her athletes.

### **D. OFF-SEASON PROGRAMS**

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 Middle School will revolve around a solid strength and conditioning program designed to benefit the athletes in all sports they participate in.

### **E. TRANSPORTATION**

Rockwall ISD school buses are to be used to transfer all athletic groups whenever possible. It is the responsibility of each RISD head coach to submit a transportation request at least three weeks prior to the trip. Transportation requests are submitted online through the School Dude. When a school bus is not practical because of distance and size of group, transportation may be in a contracted vehicle. The use of contracted vehicles must be approved and arranged by the Campus Athletics Coordinator. Drivers of rental vehicles must have prior approval from RISD Transportation and RISD Athletic Department 3 weeks prior to the trip. A listing of employees who might use a district-owned or district-leased vehicle must be provided to the Transportation Department. **Students may not be transported in coaches' personal vehicles at any time.**

Travel by Rockwall ISD athletic teams or individual athletes outside the **not directly related to a UIL sanctioned activity** (i.e. ropes course or team retreat) must be recommended by the campus athletic coordinator and principal, and must receive approval by the Director of Athletics.

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

During the school day no student/athlete is allowed to transport himself/herself to any off-campus practice facility unless, prior to the trip, a parent or guardian has completed a **Rockwall ISD Permission for Student/Parent-Provided Transportation form.**

A Field Trip Request Form needs to be submitted for approval by the Campus Principal for any student trip which will cause athletes to miss academic classes.

All RISD 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 entitles the student/athlete to be released to the custody of the parents at the completion of the activity or event.

## **F. MAINTENANCE, BUILDING MODIFICATIONS, AND SCHEDULING OF FACILITIES**

Each RISD Head Coach is responsible for the general care and maintenance of his/her facility. All work orders must be submitted by campus coordinators to the Athletic Department Secretary. Work orders for facilities under warranty must be submitted to the Campus Principal's Secretary.

A Building Modification form must be completed prior to any purchase or initiation of a facility modification/enhancement/addition. A complete summary of funding sources/plans and project description must be submitted with this request. The "Building Modification" form can be found on the Rockwall Net online forms located under Maintenance. This form must be approved by the Campus Athletic Coordinator and the Campus Principal prior to submitting to the Athletic Department.

The Athletic Coordinator and/or the Assistant Athletic Coordinator with the approval of the Director of Athletics will handle the scheduling of district athletic facilities. A Facility request needs to be submitted through School Dude. ALL events including practices need to be submitted.

## **G. ATHLETIC AWARD POLICY**

A participation certificate may be awarded to each athlete for every sport he/she participates. Each Campus Coordinator will set criteria for these awards.

## **H. EQUIPMENT AND INVENTORY**

Each Head Coach is responsible for purchasing, issuing and managing all equipment and supplies necessary to operate his/her specific sport. **Each Head Coach is also responsible for filing a yearly-itemized inventory list that will be a part of the End of the Season meeting notebook. The Campus Athletic Coordinator must also keep a copy of the inventory on file.**

## **I. TEAM RULES / EJECTIONS/TRAINING RULES / DISCIPLINE SCHEDULE**

*Athletics is not a requirement for graduation and participation is strictly voluntary. Athletics, as a discipline, stresses 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 policy, then it is up to the Head Coach to address the situation.*

It is the responsibility of each Head Coach to convey to his/her team the expectations and need for adherence to team and training rules. The Director of Athletics must be consulted when the following rules are broken:

- **The use of an illegal drug or alcoholic beverage**. The Athletic Code of Conduct will be followed when this rule is violated. Head Coaches have the right to remove, suspend, or correct an athlete whose conduct or actions are detrimental or distracting to the team and integrity of Rockwall ISD Athletics or any other such violations of which the Head Coach deems necessary to inform the Director of Athletics.
- **Athlete ejection from a UIL contest**. If an athlete is ejected or suspended from a contest by an official or coach, it is the Head Coach's responsibility to notify the Director of Athletics as soon as possible as per UIL rules. The athlete could possibly receive an automatic one game suspension. A second ejection may lead to possible suspension from the team.
- **Coach ejection from a UIL contest**. If a coach is ejected or suspended from a contest by an official, it is the Coach's responsibility to notify the Director of Athletics as soon as possible per UIL rules.
- Any violation of the **Athletic Code of Conduct** (Part of the Athletic Information Packet).

## **J. STAFF LOYALTY/INTEGRITY**

All staff members will make a 100% commitment to the philosophy, objectives and policies of the Rockwall Independent School District Athletic Department.

## **K. U.I.L. PROCEDURES - ALL MS HEAD COACHES**

Compliance Meeting

Prior to the first regular season contest each head coach will be required to attend a U.I.L. Compliance meeting with the Assistant Directors of Athletics. **Coaches will submit their compliance notebook as well as all UIL Eligibility forms at that time.**

**All 7-12 athletic staff will first contact the Rockwall ISD Athletic Department regarding ALL UIL/Rockwall ISD issues.**

# **End of Season Information**

**All Head Coaches are required to turn into the Department of Athletics a season ending information package. This report will cover all phases of your program and all your teams (7th & 8th grade). Included in the information packet are the following items:**

- 1) Presentation of information needs to be in a small folder.

- 2) Front page – Middle School/Sport/Head Coach and Staff/Identify teams you are reporting on.
  
- 3) Items to be included in report:
  - a. Copy of schedules for all levels 7th – 8th. Discuss next year’s athletic scheduling.
  - b. Results/Records of all levels.
  - c. Individual/Team awards.
  - d. Complete player roster w/players/staff/support staff.
  - e. Breakdown total number of participants in your program 7th and 8th Support staff. Also, provide a separate sheet of breakdown by ethnicity. Projected numbers for next season grades 7th & 8th.
  - f. Off-season expectations and off-season plan.
  - g. Complete equipment inventory for your program 7th/8th (include all equipment and clothing).  
\*\*\*Must also turn a copy of inventory in to Campus Athletic Coordinator.
  - h. Project team strengths and weakness for next season. (6th grade)
  - i. Recommendations for improving program.
  
- 4) Be prepared to discuss the following items: website management and technology-Rank One/staff development/medical issues/UII issues/budget/athletic facility scheduling/parent meetings and general organization(Operations Manual)/athletic banquets/athletic department work-orders/UII compliance meetings/grounds/gym issues/CPR/AED & First Aid/Athletic Safety Laws.
  
- 5) Discuss Middle School and/or High School communications as it pertains to your program.
  
- 6) Other issues as determined by the Rockwall ISD Athletic Department.
  
- 7) Your questions.

#### **M. PROCEDURE FOR SENDING MIDDLE SCHOOL ATHLETES TO SEE ATHLETIC TRAINER**

- 1) An injury report must be filled out by the Middle School coach prior to sending an athlete to see the high school athletic trainer.
- 2) The Middle School coach must contact the Athletic Trainer to make an appointment for the athlete.
- 3) A parent must accompany the athlete to see the Athletic Trainer.

#### **N. SCHEDULING OF ATHLETIC CONTESTS**

**Strict adherence to Rockwall ISD Board policy is a prerequisite before any scheduling may take place.** Each Rockwall ISD Head Coach is responsible for his/her own non-district schedule. ALL 7-12 schedules must be approved through the Department of Athletics BEFORE being released. Scheduling of practices or games during staff development has to be approved by the campus principal and the Director of Athletics prior to locking in

those events. Any special scheduling must be approved by the Campus Athletic Coordinator. Middle School scheduling will be the responsibility of the Assistant Director of Athletics along with Middle School Campus Athletic Coordinators.

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

All Athletic Department Staff are to follow their appropriate lines of communication when dealing with any and all athletic department business and issues. Any deviation from this process will be accounted for in the annual evaluation process. This is to ensure that all athletic department business can be conducted efficiently and the appropriate department or administrator can respond according to RISD and Athletic Department guidelines.

## **P. PROGRAM PUBLIC RELATIONS**

Each Head Coach is responsible for promoting his /her program within the guidelines of the U.I.L. and the Rockwall Independent School District school policy. Any unusual public relations promotions must be approved by the Director of Athletics.

## **Q. ATHLETIC BANQUETS/HOSPITALITY**

All pre-season and/or post-season banquets will be coordinated by the Head Coach of each sport. **Total funding for all athletic banquets will be the responsibility of your fundraising budget.**

Rockwall ISD Athletic Department does not provide funding for coaches' hospitality rooms. Hospitality is provided for RISD/UIIL Regional Hosted Events only.

## **R. OUTSIDE PARTICIPATION**

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. **Refer to Sports Medicine Policies regarding student injuries that occur during non-school participation.**

## **S. GROOMING – Check code of conduct**

All coaches and support personnel who represent the Rockwall Independent School District will be properly dressed and hair will be neatly cut. Grooming for athletes will be at the discretion of the coach of the participating sport. **Refer to RISD Athletic Code of Conduct.**

## **T. STAFF RELATIONS – Hiring**

Responsibility of the Campus Athletic Coordinator is to assist the campus Principal in hiring of Athletic Department personnel. The RISD Department of athletics will be involved in all athletic staff hiring.

- 1) District job posted by Campus Principal
- 2) Online Application Completed
- 3) Determine Pool
- 4) Campus Athletic Coordinator and Campus Principle determine lone finalist
- 5) Campus athletic Coordinator arranges Interview with Director of Athletics
- 6) Director of Athletics interview/meets finalist
- 7) Director of athletics contacts Campus Athletic Coordinator with any issues or concerns
- 8) Campus Athletic Coordinator communicates with principal

## **U. PARENT MEETING**

Every sport will conduct a pre-season parent meeting that will be coordinated with the Campus Athletic Coordinators. Agenda items for the meeting are in the forms section of your manual.

## **V. ROCKWALL ISD ATHLETIC DEPT. GUIDELINES FOR CONDUCTING A PRE-SEASON 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 Rockwall ISD Athletic Department and the Campus Athletic Coordinators must be informed of the parent meeting and then the facility must be cleared through the Campus Athletic Coordinator. Any deviation from this must have the approval of the Athletics Division. The purpose of your parent meeting is to address some of the below listed issues.

- 1) Provide the opportunity for the parents of your athletes to meet you and your staff in a social environment. This will allow the parent to see and talk with you away from the court or field.
- 2) You will have the opportunity to meet the parents of your athletes and get to know them other than someone who sits in the stands at your contests.
- 3) Allow you to present your program to the parents. Parents need to have a clear understanding of what your program consists of and what your expectations of their sons/daughters are.
- 4) Allow parents to ask questions regarding organizational and administrative procedures and policies regarding your program or the entire Athletic Program.
- 5) To use this meeting to disperse any program or Athletic Department information that needs to go out to the parents.

One or both parents of all your athletes should be present at the pre-season parent meeting. Provide sign-in sheets requesting: Name, Address, Phone Numbers, Athlete's Name, and supply any PAPF forms (if needed).

The staff members who should be in attendance are:

- 1) You and your staff
- 2) Athletic Trainer or Assistant Athletic Trainer
- 3) Inform your Campus Principal of your meeting
- 4) A Booster Club Representative

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

It is up to the Head Coach to make sure you contact all parents and let them know time/date and place of meeting, along with what they need to bring either by sending an email or mailing a letter home to the parents. You will provide the Campus Athletic Coordinator with a copy of your letter prior to sending it out.

### **Agenda Items for Parent Meeting**

- 1) 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.
- 2) Athletic Trainer or the designee should present information on insurance, the campus treatment policy, training room hours, and Dr. notes.
  - a) Introduce Staff
  - b) Coaching Philosophy / Team's style of play / New rules of sport
  - c) Game schedules, Rank One, Directions, Game changes
  - d) Practice schedules and times, length of practices and games, criteria for being selected on squad
  - e) Coaches email addresses / conference periods / RISD Athletic Website
  - f) Any other important phone numbers
  - g) Telecommunication Devices in Locker Rooms
- 3) The Rockwall Discipline Management Plan state the following: "The use of telecommunication devices in locker rooms and restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited."
  - a) Review Amateur Athletic Rule/UII Eligibility Rules
  - b) Sportsmanship expectations for athletes and fans, UII Parent Manual
  - c) Philosophy regarding multiple sport participation
  - d) Athletic award policy
  - e) Equipment loss
  - f) Grading procedures / Academic expectations
  - g) Meals
  - h) Let Booster Club make a presentation
  - i) Videotaping
  - j) You will provide information regarding transportation to and from events.
  - k) Conclusion of meeting
  - l) Invite any questions or comments from the floor
  - m) Dismiss on a cordial note
  - n) Familiarize all parents with [www.rockwallisd.org](http://www.rockwallisd.org) website in order to locate all Rockwall ISD and UII Policies.

## **W. ROCKWALL ISD ATHLETIC DEPT. ADMINISTRATIVE REGULATIONS FOR HS AND MS**

### **The Campus Principal**

The principal as the chief administrative official at each campus has the overall responsibility for the athletic program on his/her campus. The Principal/Campus Athletic Coordinator and Director of Athletics will work together to coordinate the athletic program at each campus.

## **Participation Concepts**

7th grade –8th Grade - Everyone Plays

Sub-Varsity: Our goal is to get everyone playing time

Varsity: Play to win the contest

## **Management of Athletes**

7th/8th – Middle School Athletes – patience is the key

9th – sub-varsity: Consistency in the management of athletes is critical. Adherence to school policies can validate disciplinary decisions.

Varsity: Athletes are high profile in the community. Enforce the same standards but be proactive in addressing disciplinary issues.

## **Community participation/involvement**

Participation

Involvement – Clear through Executive Director of Athletic office

## **Club sports**

Make every effort to co-exist without jeopardizing UIL/District or ISD policies regarding participation/recognition and coaching.

## **Booster Clubs**

Booster Clubs can be extremely important when managed correctly. All Booster Club activities/events/programs/etc. will be monitored through the Campus Athletic Coordinator.

## **Staff Relations/Hiring**

Responsibility of the Campus Athletic Coordinator is to assist the Campus Principal in hiring Athletic Department personnel. The Department of Athletics will be involved in all Campus Athletic Administrative hiring and any staff hiring as agreed on by Campus Athletic Director and Assistant. Athletic Directors.

## **Public Relations**

The Director of Athletics is public relations for all programs 7-12. All dealings within the scope of public relations will be positive.

## **Title IX**

Regular internal examination can minimize any problems or concerns that may arise. Proactive compliance is the key.

## **Alumni Relations**

A significant factor in developing school spirit and creating community participation is with alumni support.

## **Central Office/Support Staff**

Maintain a positive working relationship with all members of Central Office/District Support Staff.

## **UIL Concerns**

Head Coaches will be in compliance with all UIL rules and regulations governing their sport. Regular staff development and UIL meetings are standard.

## **Staff Development**

Assistant Director of Athletics is responsible for athletic department staff development that is conducive to concerns and issues regarding coaches and sponsors.

## **Budget**

All Head Coaches will work with the Director of Athletics in the development of the athletic budget.

## **Academic Monitoring**

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

## **Middle School Programs**

Every Middle School will have an alignment to a designated high school. Middle School Athletic Coordinators are responsible for the entire administrative and organizational procedures for grades 7-8. All Middle School football coaches will work their respective High Schools spring football training. All others sports will be communicating with the High School coaches on a regular basis.

## **Communications Calendar**

A Central Office defined line of communication will be developed and an operational activity/events calendar will be created.

## **Awards Banquet**

Each sport may hold a banquet. An awards banquet provides an excellent opportunity to honor alumni.

## **Media relations**

Will be handled cordially and professionally. The Director of Athletics must approve any unusual media requests or interviews.

## **Summer/Holiday Camps**

All camps must be cleared through the Rockwall ISD Department of Athletics.