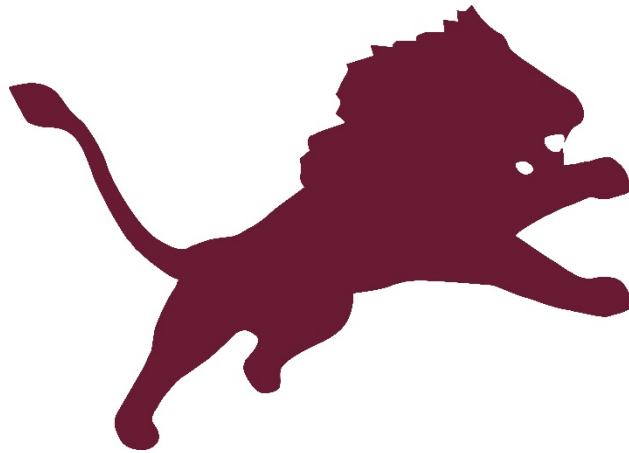


Brownwood ISD



ATHLETIC DEPARTMENT HANDBOOK

BROWNWOOD INDEPENDENT SCHOOL DISTRICT

2024-2025

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Brownwood Independent School District Personnel

Board of Education

Michael Cloy	President
Roderick Jones	Vice-President
Diane Thomas	Secretary
Codie Smith	Member
Justin Posey	Member
Amary Doremus	Member
Eric Evans	Member

District Administration

Dr. Joe Young	Superintendent
Liesa Land	Deputy Superintendent
Mitch Moore	Assistant Superintendent
Ginger Alford	Director of Student Services
Adrienne Horton	Director of Human Resources
Rebecca Faulkner	Director of Special Populations
Heidi Gardner	Director of Federal Programs and Finance
Jenny Swanzy	Director of Elementary Curriculum
Johny Smiley	Director of Maintenance

BISD Campuses

Brownwood High School

2100 Slayden (325) 646-9549
Brownwood, TX 76801 (325) 643-1965 (fax)
Lindsay Smith Principal

Brownwood Middle School

1600 Calvert Road (325) 646-9545
Brownwood, TX 76801 (325) 646-3785 (fax)
Mykia Anderson Principal

East Elementary

Christi Burks (903) 872-6541 Principal

Coggin Elementary 6th Grade

Veronica Ballenger (325) 646-8919 Principal

Coggin Elementary

Kali McLaughlin (325) 646-0462 Principal

Woodland Heights Elementary

Jeanette Lancaster (325) 646-8633 Principal

Northwest Elementary

Amy Morris (325) 646-0707 Principal

Brownwood Alternative High School

Stacy Loftin (325) 643-1727 Principal

Athletic Department Administration

Mitch Moore	Assistant Superintendent of Athletics
Sammy Burnett	Athletic Director
Heather Hohertz	Girls' Coordinator; Gym Manager
Mitch Moore	Stadium Manager
	Gym Manager
Kurt Kammerer	Sports Medicine - Head Trainer
Lisa Jaso	Administrative Assistant

Brownwood High School Head Coaches

Blake Sandford	Head Baseball
Will Parker	Head Boys' Basketball
Heather Hohertz	Head Girls' Basketball
Will Parker	Head Cross Country - Boys
Chelsy Lipsey	Head Cross Country - Girls
Sammy Burnett	Head Football
David Jones	Head Golf - Boys
Mark Wilson	Head Golf - Girls
Michael Westerman	Head Boys' Soccer
Alexis Mosqueda	Head Girls' Soccer
Cherita Mungia	Head Softball
Dalton Hutchins	Head Tennis
Dex Dennard	Head Powerlifting
Ryan Jackson	Head Boys' Track
Chelsy Lipsey	Head Girls' Track
Cheyenne Lovelady	Head Volleyball

Handbook Introduction

The purpose of this handbook is to serve as an easy 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 (UIL) is the governing body for athletic programs in Texas public schools. The Brownwood Independent School District Board of Trustees, administrators, coaches and teachers will fully support the UIL and its enforcement of the rules.

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. This authority should not be taken lightly. It is often the case that students “need” athletics and the things we can teach them more than the athletic program “needs” them.

We all know that being involved in athletics demands a lot of time and dedication from coaches and players alike. As a coach, your players will reflect your attitudes, beliefs and work ethic. This may or may not translate into a superb won-loss record. It does, however, mean that your players will have discipline, responsibility, and a strong work ethic. Individuals, including our athletes, are not born with these traits. Rather, these traits need to be brought out through a developmental process. This process starts with the family and now it includes you, the coach. Do not waste a single teachable moment.

Our athletic program will serve as a compliment to the Brownwood Independent School District mission. It will reflect the high expectations our district demands of its students and will serve as a barometer to others of the powerful positive impact of athletics. I know all of you will work hard to make this a reality.

Brownwood ISD athletics will always be moving toward perfection. On our journey, we will hit (and maintain) a level of excellence. Anything less is unacceptable.

Mitch Moore

Assistant Superintendent of Athletics
Brownwood Independent School District

Vision for Brownwood ISD Athletics

The Brownwood Independent School District's Athletic Program will be an exemplary athletic community, dedicated to the highest standards of quality at all levels and in all endeavors. We will be the program all other programs seek to emulate due to the level of excellence we achieve as we chase perfection.

Philosophy of Athletics in Brownwood ISD

The Brownwood Independent School District's Athletic Department exists to supplement the district mission of working in partnership with parents and the community, to teach a rigorous and relevant curriculum in a safe and nurturing environment, preparing our students to succeed and work in a diverse world and encouraging them to become lifelong learners. The purpose of this program is to provide opportunities to these students to pursue and understand the values of attitude, commitment, responsibility, accountability, integrity, perseverance, loyalty, and work ethic. Lessons in sportsmanship, teamwork, competition and how to win and lose with character are integral parts of our program.

Athletic participation, although a privilege, is vital in helping students develop a healthy self-concept as well as a healthy body. 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. Athletic competition improves school spirit and helps students and communities develop pride in the school and its achievements.

Foundational Pillars of Brownwood Athletics

- ◆ Attitude
- ◆ Commitment to Excellence; RYFP (Reach Your Full Potential)
- ◆ Team First, Others 2nd
- ◆ Respect
- ◆ Passion to Succeed and Self-Discipline
- ◆ Perseverance
- ◆ Expectations and Visions
- ◆ Fundamentals
- ◆ Manners
- ◆ Trust and Loyalty
- ◆ Care About Other People

Attitude

What you are capable of doing is determined by the amount of talent that God gave you. What you actually attempt to do is determined by your motivation, but to what degree you actually do something is determined by your attitude. Attitude is a choice you make. You can choose to succeed or fail, be happy or sad, help or hinder, laugh or cry, but the greatest choice you make daily is the attitude you will possess.

Commitment to Excellence

Not all players can be All District or All State, but everyone can be the best they can be. We believe the four qualities that every player must possess are to give maximum effort, know your assignments, be coachable, and encourage your teammates. Failure to excel in any of these areas is completely unacceptable. Whether students are involved in academics, athletics, or a household chore, they must do it to the best of their ability. Always RYFP (Reach Your Full Potential) in everything we do.

Respect

If you respect yourself, you will find it easier to respect others. We must teach that respect for authority is a necessity - teachers, coaches, principal, policemen, etc. How can we ever stay out of trouble if we don't develop respect for ourselves, authority, other people, elders, and traditions? Respect is earned and must be mutual for us to be successful.

Passion to Succeed and Self-Discipline

This entails two things - sacrifice and getting rid of all the excuses why you can't succeed. Everyone wants to win when the lights are on, the band is playing, and the crowd is cheering. You cannot succeed without sacrifices regardless of your intentions. Losers think of sacrifice as punishment. Get rid of all the excuses why you can't succeed.

Don't adapt a loser's limp - be dependable. A loser knows he can't succeed so he pulls up lame and then says, "Don't blame me, I wasn't given a chance." How strong you desire to succeed is illustrated by the amount of self-discipline you exhibit on a daily basis. Discipline is not what you do to yourself, but what you do for yourself. Be a "Thumb Pointer" not a "Finger Pointer".

Perseverance

You are going to get knocked down, and too many people stay down wallowing in self-pity and waiting for someone to lift them up. I personally feel when you are knocked down you have two choices - get yourself up or stay down. People can't lift you up. They can help you but not lift you up. This is your obligation. Once you adapt the attitude that every time things don't go well, you will respond positively. Then, you will inevitably enjoy success.

Expectations or Visions

Many people don't accomplish much because they didn't expect much. Be a visionary and don't underestimate your capabilities. You must have goals and dreams, or you will just flounder. Remember all conflicts occur because of expectations, yours, and theirs. Always have higher standards for yourself than others. Expect more from yourself than others do.

Fundamentals

The best athletes are the ones who understand and execute the fundamentals of their sport. The best students are the ones that can read and write. It is critical to master the fundamentals, as it is the foundation for success. You wouldn't build a house on sand, nor should you build a life on anything other than a solid foundation of moral values.

Manners

Many years ago, I was told that, "It is nice to be important, but it is more important to be nice." To me, this means to display good manners. We often don't teach manners nor demand them. I can assure you; we will still emphasize manners. To say, yes ma'am, no sir, shake hands firmly, look people in the eye, take your hat off indoors, say thank you, table etiquette, etc., is important. Manners not only send a message that you are respectful of others, but you are humble as well.

Trust and Loyalty

Perhaps the most critical social skill an individual must possess is trust. You cannot have any long-lasting relationship unless it is based on trust. Trust can only be gained one way, continuously "do right." I feel confident you know the difference between right and wrong but if you ever have any doubt, ask. Do what is right and avoid what is wrong, and you will always have the trust of other people. It is as simple as that.

Care About Other People

From the time we first entered this life, we labor under the misconception that the world revolves around us. One of the very first words we learn is mine. Never forget that we live in a selfish society comprised of undisciplined people. We must learn to be disciplined and totally unselfish. If you want to have more true friends than anyone else does, just be a friend and like more people than anyone else. It is impossible to dislike someone if they truly like you. A sincere love of people is a free pass to success. You can always find reasons to dislike someone, or you can find reasons to like them. It all depends on whether you are looking for the positive aspect of a person or a negative one.

What Constitutes Brownwood ISD Coaches?

1. They are enthusiastic and have positive attitudes. They want to be here.
2. Come to every practice/meeting/game with that attitude (check the bags at the door).
3. Supportive of entire extra-curricular program and encourages multi-sport athletes to continue in all sports.
4. A good coach makes thorough preparation for carrying out responsibilities at each practice session, off-season, and in-season event.
5. Good coaches must be self-disciplined role models and have outstanding values. The following will not be tolerated:
 - a. Cheating, breaking, or "bending" any UIL or BISD rules or policies.
 - b. Cursing around players or allowing them to curse.
 - c. Drinking or using tobacco during work or while in the same environment as our students.
 - d. Use of illegal drugs.
 - e. Sexual harassment.
 - f. Abuse of expense accounts, telephones, etc.
6. A good coach is willing to personally assume responsibility for thinking out an assignment, and for creatively attacking problems in all phases of the program. The low-performing coach acts only on a direct assignment, waits for an exact spelling out of the assignment and functions only to the extent that an assignment is literally spelled out.

7. Outstanding and effective teachers and communicators. Games are not won by what a coach knows - they are won by what the players have learned.
8. Have thorough knowledge of all fundamental techniques and philosophies employed. Is not afraid of being asked "Why?" at appropriate times.
9. Believes in "Team" concept. Works well with all types of student athletes, staff members, and community members.
10. A good coach is intensely loyal, honest, and sincere. Sell and defend all our programs.
11. A good coach will constantly seek to improve his or her own teaching methods.
12. Good coaches are constantly probing their own thinking in order to assure that they are effectively covering all phases of the game for those players over whom they have direct teaching responsibility. Check lists and related forms are essential to carry this out.
13. A good coach is willing to devote his or her time tirelessly to all phases of the program, with the realization that winning results when all details are covered. Persistence and perseverance regarding details makes the difference between a champion and second place. Don't "keep score" of what others are doing, do your part with maximum effort.

Brownwood ISD Athletic Program Objectives

Academic Growth and Development

To foster a partnership between academics and athletics that will provide academic growth and development of student athletes, the athletic staff will...

- ◆ Support the academic mission of the schools.
- ◆ Support school staff in monitoring all student athlete academic achievement.
- ◆ Provide opportunities for academic enrichment or remediation as needed.
- ◆ Emphasize academic success as a top priority for student athletes.
- ◆ Work carefully to avoid scheduling conflicts with the academic day, instructional calendar, and mandatory assessments.
- ◆ Give student athletes an opportunity to attend tutoring as needed.
- ◆ Have coaches hold additional tutoring or study hall sessions so that students may be successful in the classroom.
- ◆ When possible, allow students who do not have room in their academic schedule for an athletic period to participate in athletics after school.
- ◆ Be an active participant in the instructional planning with subject and departmental teams.
- ◆ Lead staff development sessions in the building or district in assigned areas.
- ◆ Have 100% attendance in mandatory building and district staff development sessions.

Athletic Growth and Development

To foster the growth and development of student athletes and challenge each one to reach his or her greatest potential, the athletic staff will...

- ◆ Instill in all student athletes an exemplary work ethic with the qualities of accountability, sportsmanship, and integrity upon which the community can look to with pride.
- ◆ Educate and motivate student athletes to develop physically and mentally year-round. This includes developing and maintaining a complete and comprehensive off-season program and a summer strength-and-conditioning program.
- ◆ Teach respect of team, coaches, and self while learning to enjoy and appreciate athletics and the order and discipline created through teamwork.
- ◆ Develop the competitive spirit and sense of fair play in all athletes.
- ◆ Teach self-discipline and perseverance as athletes. Staff will build confidence and a sense of pride and integrity in our athletes.
- ◆ Demonstrate an exemplary role model and set high expectations for behavior.
- ◆ Encourage student participation in as many activities as possible.
- ◆ Comply fully with the rules and regulations of the University Interscholastic League and Brownwood Independent School District.

Effective Personnel

To attract and maintain effective, exemplary personnel, the athletic department will...

- ◆ Comply fully with the rules and regulations of the University Interscholastic League and Brownwood Independent School District.
- ◆ Encourage participation in athletics from the entire student population to ensure an equitable, balanced, and well-rounded program.
- ◆ Improve lines of communication within the department by holding regular staff meetings and using the BISD website and email to communicate daily information.
- ◆ Improve lines of communication between community, administration, and faculty through the use of electronic newsletters, newspaper articles, and other means of mass communication.
- ◆ Expect appropriate and professional dress and behavior among coaches in both the academic and athletic settings.

Fiscal Responsibility

To ensure a fiscally prudent athletic program, the athletic department will...

- ◆ Operate a fiscally sound and prudent athletic budget based soundly on established needs and student participation numbers.
- ◆ Continually improve the quality of the facilities in order to meet the needs of the program.
- ◆ Provide a safe and healthy environment with equitable facilities in which to compete at all campuses.
- ◆ Compensate coaches with commensurate surrounding districts to attract and retain qualified staff.

Coaching the Brownwood Way

Remember, your players are going to do what they see you do and say what they hear you say. You have a great responsibility to have and to show a positive and hard-working attitude.

Enthusiasm – Attitude – Tempo

- ◆ Practice winning every day; demand the best from each player on and off the field or court. Our job is to run a top-flight disciplined program that will eventually lead to success. To do anything else is unfair to the athletes.
- ◆ Keep your poise on and off the field. Don't argue with coaches or players on the field. If a student is unbearable, send him or her to the head coach.
- ◆ “Kids Dress – You Dress” – Be sure you have the correct clothes for the assignment. We don't teach in our athletic gear – don't coach in your academic dress. Show the kids it is time to work, don't just say it.
- ◆ Be responsible for your players' progress. If one player is performing poorly, re-evaluate him. If most of your players are performing poorly, re-evaluate yourself. If something avoidable goes wrong, expect to be talked to privately.
- ◆ Be clear about what is important. Not everything can carry the same weight.
 - Have a plan and work the plan. Hope is not a plan.
- ◆ Always treat your players as you would treat your sons or daughters.
 - If you jump on a player hard verbally, be sure that before he or she leaves you have talked to him or her.
- ◆ Encourage them to be self-confident, give them the successes to get there.
- ◆ Never verbally attack your players. Encourage them to do their best.
- ◆ Never encourage an injured player to practice. There is a difference between hurt and injured.
- ◆ Minimize distractions – on and off the field. Be around the kids. There is always something to do.
- ◆ Push every player. Don't allow players to go unnoticed. Recognize as many players as possible without jeopardizing morale.
- ◆ We control our own destiny. We will keep things simple; we must build better men and women while being better coaches than our opponents.
- ◆ Don't waste athletic practice time. Have drills ready – cones, dummies, etc. Don't experiment with drills during practice, have your work thought out and make sure it fits the scheme. Don't hold clinics on the field or court.
- ◆ Associate with coaches and players who love sports and can't live with losing. If we have players who don't like athletics, we will constantly find ourselves compromising our beliefs in order to keep them from quitting.
- ◆ Have a first-class environment and improve on our facilities each year.
- ◆ You can't win without athletes, but you can lose with them, and this is where coaching becomes a factor.
- ◆ Unless noted, all drills have two speeds: on *or* off. Either go full speed or rest, don't do things at any other speed unless told. Hustle and effort are critical.

- ◆ Gain respect. Earn it, don't demand it.
- ◆ Coach your players all year long. Talk sports and championships. Encourage them to "hang around" and talk about skills or schemes. Be sure to follow UIL guidelines.

Description of Expectations by Position

Campus Principal

The Principal, as the chief administrative official at each campus, has the overall responsibility for the athletic program on his or her campus. The Principal, Athletic Director, Middle School Coordinators, and Assistant Superintendent will work together to coordinate the athletic program at each campus.

Assistant Superintendent of Athletics

I. Reports to the Superintendent of Schools

II. General

- ◆ The Assistant Superintendent shall organize and administer a competitive athletic program within the guidelines of the Brownwood Independent School District's Athletic Department Philosophy and Objectives.

III. Specific Duties and Responsibilities

- ◆ Supervise the athletic program of the middle school and high school while being a positive influence on coaches and students involved.
- ◆ Work with building principals to ensure equitable access to all athletic facilities for all sports and schedule/coordinate activities for the middle and high school athletic complexes.
- ◆ Recommend for employment prospective staff members that meet the high-quality standards that the BISD expects in the classroom and on the field.
- ◆ Work with building principals and Athletic Director to assign, transfer or dismiss personnel.
- ◆ Ensure compliance with Title IX in all athletic programs.
- ◆ Prepare and maintain an Athletic Department Operations manual and evaluation instrument available for review annually by the Board of Trustees if they desire.
- ◆ Meet regularly with athletic department staff and coaches.
- ◆ Oversee all interscholastic contest schedules and game contracts. Maintain compliance with state and local requirements including awareness of testing schedules.
- ◆ Direct the business affairs of the athletic program including the preparation and administration of the budget. This process includes an annually updated inventory of equipment and supplies owned by the district.
- ◆ Oversee and administer equipment competitive bids and quotes for athletic equipment and supplies in conjunction with Athletic Director and head coaches.
- ◆ Make periodic reports as requested on the operations of the athletic department.
- ◆ Coordinate campus end-of-season reports and complete District Highlights and Accomplishments summary for distribution to Board and media.
- ◆ Oversee all athletic department events and facilities. Make recommendations on enhancements and improvements.
- ◆ Maintain a file of yearly written evaluations of all coaches and athletic department staff within BISD.
- ◆ Manage compliance with UIL District assignments.
- ◆ Responsible for all UIL matters within the athletic department including student eligibility for academics and other UIL and TEA rules.
- ◆ Coordinate and order all trophies, awards, etc.
- ◆ Coordinate all athletic department transportation issues.
- ◆ Responsible for creating and enforcing gym policies at all campus.
- ◆ Ensure the preparation of all facilities for athletic events.

- ◆ Coordinate BISD security procedures for all athletic events.
- ◆ Coordinate BISD playoff arrangements with Athletic Director.
- ◆ Process, with assistance from Athletic Director, all PAP forms for new and transfer athletes.
- ◆ Coordinate and administer BISD athletic grounds and facilities issues.
- ◆ Work with M & O on all work orders and related issues.
- ◆ Assist with compliance for all summer UIL S/C and summer camps.
- ◆ Coordinate distribution of tickets for athletic events.
- ◆ Liaison to HR with the athletic stipend list
- ◆ Coordinate all duties and responsibilities of the LAT's/Sports Medicine Program.
- ◆ Oversee all aspects of athletic staff development 7-12.
- ◆ Serve as team support – meals, planning, etc. as needed.
- ◆ Develop minimum standards list, order equipment and supplies, and track all budgets.
- ◆ Assist the purchasing department in preparing annual buying contracts used to purchase athletic supplies and trainer medical supplies.

Athletic Director

II. Reports to Assistant Superintendent of Athletics

III. General

- ◆ The Athletic Director is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Assistant Superintendent of Athletics.

IV. Specific Duties and Responsibilities

- ◆ Coordinate and administer the campus high school athletic program in accordance with BISD athletic objectives and policy.
- ◆ Recommendations for all coaching assignments with approval of the Assistant Superintendent of Athletics.
- ◆ Coordinate all campus level athletic schedules.
- ◆ Submit any and all necessary requests of BISD athletic administration.
- ◆ Monitor middle school implementation of philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the high school head coach.
- ◆ Interview candidates for open athletic positions and make recommendations to the Principal and Assistant Superintendent of Athletics.
- ◆ Assist Assistant Superintendent of Athletics with processing PAP forms.
- ◆ Coordinate and manage all Booster Club activities as they pertain to the athletic program.
- ◆ Possess and demonstrate the ability of effective communication with students, staff, faculty and community at all times.
- ◆ Must understand and effectively communicate the process of all areas of the National Clearinghouse as defined by the NCAA to athletes and parents as it pertains to all types of grant-in-aid programs.
- ◆ Possess a thorough knowledge of all UIL rules and regulations.
- ◆ Assist all other coaches in the planning and management of their programs as needed.
- ◆ 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.
- ◆ Develop a program to ensure that all phases of UIL compliance are adequately addressed each year with athletes, staff, parents, faculty and community.
- ◆ Assist the athletic office with annual reviews and recommendations of all interscholastic competitive programs provided by the district.

Girls' Athletic Coordinator

- I. Report to Assistant Superintendent of Athletics and Athletic Director
- II. General
 - The Girls' Athletic Coordinator responsible for assisting the Assistant Superintendent of Athletics and Athletic Director in overseeing and managing all duties specific to this position in addition to duties assigned by the Assistant Superintendent of Athletics.
- III. Specific Duties and Responsibilities
 1. Assist and administer the Campus High School Athletic Program in accordance with BISD athletic objectives and policy.
 2. Responsible for creating gym policies at their campus.
 3. Assist with Gym Supervisors to ensure the preparation of all indoor athletic events.
 4. Assist Athletic Director with coaching assignments with approval of the Assistant Superintendent of Athletics.
 5. Assist in coordinating all campus level athletic schedules.
 6. Assist Assistant Superintendent and Athletic Director in maintaining a complete and accurate high school athletic equipment inventory.
 7. Submit any and all necessary requests as per BISD Athletic Administration.
 8. Assist in monitoring Middle School implementation of philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Head Coach.
 9. Assist in interviewing candidates for campus athletic positions.
 10. Assist in evaluating the performance of all campus-based programs and coaches.
 11. Maintain/Schedule the campus athletic facilities through the Brownwood ISD Athletic Office.
 12. Possess and demonstrate the ability of effective communication with students, staff, faculty and community at all times.
 13. Possess 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. Coordinate and schedule all necessary event supervisors and game support staff for all campus-based athletic activities.

Assistant Superintendent / Stadium Manager

- I. Reports to Superintendent
- II. General
 - ◆ The Assistant Superintendent / Stadium Manager is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Assistant Superintendent of Athletics.
- III. Specific Duties and Responsibilities
 - ◆ Coordinate and schedule all necessary event workers and game support staff for all stadium-based athletic activities.
 - ◆ Responsible for proposing and enforcing stadium policies and procedures.
 - ◆ Assist in preparation and maintain a Stadium Operations manual.

Assistant Superintendent / Gym Manager

I. Reports to Assistant Superintendent of Athletics

II. General

- ◆ The Assistant Superintendent / Gym Manager is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Assistant Superintendent of Athletics.

III. Specific Duties and Responsibilities

- ◆ Coordinate and schedule all necessary event workers and game support staff for all gym-based athletic activities.
- ◆ Responsible for proposing and enforcing gym policies and procedures.
- ◆ Assist in preparation and maintain a Gym Operations manual.

Middle School Campus Coordinator

I. Reports to Assistant Superintendent, Athletic Director, and Girls Coordinator.

II. General

- ◆ The Middle School Campus Athletic Coordinators are responsible for overseeing and managing all duties specific to this position in addition to duties assigned by Assistant Superintendent of Athletics, Athletic Director, and Girls Coordinator.

III. Specific Duties and Responsibilities

- ◆ Organize and administer middle school athletic program in accordance with BISD athletic objectives and policy.
- ◆ Assist the Principal, Athletic Director, Girls Athletic Coordinator, and Assistant Superintendent of Athletics in interviewing candidates for campus athletic positions.
- ◆ Make coaching assignments with approval of Assistant Superintendent of Athletics, Athletic Director, and Girls Coordinator.
- ◆ Assist in developing all middle school athletic schedules, with approval of Assistant Superintendent of Athletics, Athletic Director, and Girls Coordinator.
- ◆ Maintain a complete and accurate middle school athletic equipment inventory. Make recommendations and give input on future needs based on program participation and needs.
- ◆ Submit any and all necessary requests as per Assistant Superintendent of Athletics.
- ◆ Ensure all programs implement philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the high school head coach.
- ◆ With the support of the Athletic Director and Girls Coordinator, implement and maintain an out-of-season strength and conditioning program wherever possible.
- ◆ Arrange for middle school athletic team travel.
- ◆ Ensure all injuries are reported to the athletic trainer.
- ◆ Coordinate and schedule all necessary event supervisors and game support staff for all campus-based athletic activities.
- ◆ Confirm game officials for all middle school contests.
- ◆ Maintain/Schedule the campus athletic facilities through the Athletic Office.
- ◆ If necessary, responsible for submitting to Assistant Superintendent of Athletics all sports team cut lists one day prior to posting.
- ◆ Assist the Assistant Superintendent of Athletics, Athletic Director, and Girls Coordinator in evaluating the performance of all campus-based programs and coaches.
- ◆ Responsible for demonstrating effective communication with students, staff, faculty and community at all times.
- ◆ Responsible for having a thorough knowledge of all UIL rules and regulations.
- ◆ Assist all other coaches in the planning and management of their programs as needed.
- ◆ 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.
- ◆ Prepare end of season athletic report covering all sports.
- ◆ Responsible for creating gymnasium policies at the BMS campus.
- ◆ Assist the Assistant Superintendent of Athletics, Athletic Director, and Girls Coordinator in the preparation and management of all indoor athletic events and preparation and management of all outdoor facilities for athletic events.

Athletic Department Administrative Assistant

I. Reports to Assistant Superintendent of Athletics and Athletic Director

II. General

- ◆ The Athletic Department Administrative Assistant is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Assistant Superintendent of Athletics and Athletic Director.

III. Specific Duties and Responsibilities

- ◆ Answer phones and greet visitors to the athletic department.
- ◆ Open and distribute mail addressed to athletic department.
- ◆ Order and maintain office supplies.
- ◆ Maintain record of game receipts and game expenditures.
- ◆ Reconcile ticket sales records, cash receipts and unsold tickets after each athletic event and prepare all money for deposit.
- ◆ Maintain current and accurate financial records for the Athletic office.
- ◆ Process purchase order requests and monitor through complete and paid vendor communication.
- ◆ Prepare for approval by the Assistant Superintendent of Athletics or Director of Athletics all check requests.
- ◆ Process all employee travel reimbursements.
- ◆ Process payments for all officials and game workers.
- ◆ Reconcile petty cash receipts.
- ◆ Ensure prompt payment of all invoices through the Business Office after approval by the Assistant Superintendent of Athletics or Director of Athletics.
- ◆ Process playoff trip advances and account for any unused funds. Make traveling arrangements for all high school's teams for post-season play. This includes weekly and weekend communications with charter buses, car rentals, hotels, meals, etc.
- ◆ Organize, maintain, and reconcile athletic department budget records.
- ◆ Process all daily athletic event reports including update of team results.
- ◆ Maintain current athletic information on file.
- ◆ Prepare monthly sales tax report as required by BISD Business Office.
- ◆ Order working cash and prepare cash boxes for athletic events.
- ◆ Prepare yearly and update weekly the athletic event calendar for distribution to administrators and posting to BISD webpage.
- ◆ Prepare each week an Athletic Weekly Update report to submit to the Assistant Superintendent.
- ◆ Prepare and submit to the print shop all athletic passes needed for the next upcoming year.
- ◆ Coordinate the sale of season tickets including maintenance of database for season ticket holders.
- ◆ Manage all high school and middle school athletic department maintenance work orders through BISD Maintenance Department.
- ◆ Compose letters, memorandums and type all other department correspondence as needed.
- ◆ Maintain an accurate coaches and administrative contact list for use in the Athletic Department.
- ◆ Maintain information throughout the school year for the BISD Athletic Handbook.
- ◆ Assist Assistant Superintendent of Athletics and Athletic Director with coordination of staff development training.
- ◆ Make arrangements for meetings as requested (locations, technology and catering requests).
- ◆ Be available to work varsity football games as scheduled by the Assistant Superintendent of Athletics.
- ◆ Be available for weekend and holiday assignments especially around state tournament and playoff time.

Head Athletic Trainer

I. Reports to Assistant Superintendent of Athletics and Athletic Director.

II. General

- ◆ The Head Athletic Trainer will coordinate coverage, treatment, rehabilitation and physician referral for all athletic and designated UIL programs including scheduling of doctors, athletic trainers, and ambulance service where deemed appropriate. The Head Athletic Trainer will develop, implement and enforce policies and procedures to ensure the safety of all student athletes including heat, lightning, AED, and treatment policies.

III. Major Duties and Responsibilities

- ◆ Coordinate and assign athletic trainer coverage for all district athletic events.
- ◆ Secure ambulance and doctor coverage as needed for all district athletic events.
- ◆ Develop and implement district sports medicine policies including a comprehensive athletic injury and illness prevention program for student athletes.
- ◆ Work with the Assistant Superintendent to ensure all athletic fields are safe for use.
- ◆ Work with the Assistant Superintendent of Athletics to ensure all athletic equipment and facilities are safe from biological and environment contaminants. Work with head coaches and MS Campus Coordinator to ensure they are properly cleaned and sanitized.
- ◆ Work with the Assistant Superintendent of Athletics to ensure athletic insurance procedures are followed.
- ◆ Organize and monitor all UIL required physical examinations for all athletics 7-12.
- ◆ Monitor and ensure all UIL forms are current and readily available for all district campuses.
- ◆ Assist in the recruitment and employment of the assistant athletic trainer or contract trainers.
- ◆ Develop and implement health and safety education programs for all athletic trainers, district coaches, athletes, and parents.
- ◆ Responsible for collecting CPR, AED and First Aid compliance cards and forward copies of all cards to the Athletic Office.
- ◆ Establish and maintain effective communication with students, parents, medical & paramedical personnel, coaches, and other staff.
- ◆ Fit injured athletes with specialized equipment and oversee its use.
- ◆ Prepare athletes for games & practices by conducting evaluations & using tape, wraps, splints, braces, & other protective devices as needed.
- ◆ Respond to emergencies and make quick, independent judgments about how to deal with injuries with athletes.
- ◆ Identify acute injuries and provide first-aid triage, including assessing injuries and deciding whether an athlete should seek further medical attention and should discontinue participation in the athletic event.
- ◆ Establish specific procedures to be carried out by a coach or student trainer in the event of a medical emergency.
- ◆ Detect and resolve environmental risks to athletes.
- ◆ Coordinate scheduling of athletic physical examinations and screening.
- ◆ Select, train, and supervise student trainer assistants.
- ◆ Compile, maintain, and file all physical and computerized reports, records, and other documents including medical, accident, and treatment records as required.
- ◆ Maintain an inventory of training supplies and equipment. Requisition additional supplies as needed.
- ◆ 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 doctor as necessary and informing parents immediately of any injury concern.
- ◆ Ensure a team doctor is in attendance at varsity home football games.
- ◆ Keep records of all injured athletes.
- ◆ Keep file for the athletes regarding UIL medical forms.
- ◆ Be available for all HOME events (Freshman through Varsity) in case of emergency.
- ◆ Select and supervise student trainers.
- ◆ Provide visiting athletic teams with appropriate hospitality.
- ◆ Manage the school Athletic Insurance program for the athletic department.

- ◆ Organize and monitor UIL required physical examinations for all athletics 7-12.
- ◆ Distribute to athletes and coaches all necessary UIL medical paperwork.
- ◆ Perform other duties assigned by the Superintendent of Athletics and Athletic Director.
- ◆ Advise Assistant Superintendent of Athletics and Athletic Director on new and existing regulations as they pertain the athletic training.
- ◆ Any other duties as assigned by the Assistant Superintendent of Athletics

Assistant Athletic Trainer

I. Reports to Head Athletic Trainer and Athletic Director

II. General

- ◆ 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 UIL programs.

III. Specific Duties and Responsibilities

- ◆ Assist in the planning and implementation a comprehensive athletic injury and illness prevention program for student athletes.
- ◆ Attend practice sessions and athletic contests as assigned by the Head Athletic Trainer.
- ◆ Establish and maintain effective communication with students, parents, medical & paramedical personnel, coaches, and other staff.
- ◆ Fit injured athletes with specialized equipment and oversee its use.
- ◆ Prepare athletes for games and practices by conducting evaluations & using tape, wraps, splints, braces, & other protective devices as needed.
- ◆ Respond to emergencies and make quick, independent judgments about how to deal with injuries.
- ◆ 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.
- ◆ 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.
- ◆ Detect and resolve environmental risks to athletes.
- ◆ Assist with the coordination and scheduling of athletic physical examinations and screening.
- ◆ Assist in the selection, training, and supervision student assistants.
- ◆ Compile, maintain, and file all physical and computerized reports, records, and other documents including medical, accident, and treatment records as required.
- ◆ Maintain an inventory of training supplies and equipment. Requisition additional supplies as needed.
- ◆ 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 doctor as necessary and informing parents immediately of any injury concern.
- ◆ Keep records of all injured athletes.
- ◆ Keep file for the athletes regarding UIL medical forms.
- ◆ Be available for all HOME events (Freshman through Varsity) in case of emergency.
- ◆ Travel out-of-town with varsity football.
- ◆ Assist with the ordering and inventorying of all medical supplies.
- ◆ Assist with the selecting and supervision of student trainers.
- ◆ Provide visiting athletic teams with appropriate.
- ◆ Assist with the management of the school Athletic Insurance program for the athletic department.
- ◆ Assist with the organization and monitoring of UIL required physical examinations for all athletics 7-12.
- ◆ Distribute to athletes and coaches all necessary UIL medical paperwork.
- ◆ Perform other duties assigned by the Head Athletic Trainer.

Head Coaches – High School

I. Reports to the Campus Principal, Athletic Director, and Assistant Superintendent of Athletics

II. General

- ◆ The Head Coach will coordinate his or her program for grades 7-12 and supervise assistant coaches working in his or her sport.

III. Specific Duties and Responsibilities

- ◆ Communicate with the Assistant Superintendent of Athletics, Athletic Director and MS Coordinator on staff assignments concerning his or her sport.
- ◆ Design offense, defense and athletic techniques to be used in that sport for Grades 7-12.
- ◆ Responsible and accountable for all UIL rules governing his or her program.
- ◆ Responsible for all UIL matters as designated by Assistant Superintendent of Athletics.
- ◆ Manage, inventory, and purchase all equipment concerning his or her sport through the Assistant Superintendent of Athletics and Athletic Director.
- ◆ Each Head Coach is responsible for the individual public relations of his/her sport.
- ◆ Secure game officials/event supervisors for all high school level games.
- ◆ Supply visiting team needs and take care of any other requirements for the orderly performance of contests.
- ◆ See to it that EACH participant has clearance through athletic trainer before participation in athletics, INCLUDING athletic period.
- ◆ Advise Assistant Superintendent of Athletics on general management and care of his or her facility.
- ◆ Submitting travel list of players, means of travel, departure and arrival times, and any other necessary information to the Athletic Department and the Campus Principal.
- ◆ Coordinate athletic period enrollment for incoming 9th graders with middle school coaches.
- ◆ Responsible for submitting to Assistant Superintendent of Athletics and Athletic Director copies of any policy, procedure, and/or correspondence for his or her specific sport for approval by Assistant Superintendent of Athletics prior to distribution.
- ◆ If policies or rules set by the Head Coach are violated, the Head Coach is responsible for ensuring corrective action.
- ◆ Abide by BISD policy of awarding letters, plaques, and certificates to athletes.
- ◆ Maintaining a year-to-year Letterman's list and forwarding a copy to the Assistant Superintendent of Athletics.
- ◆ Reporting any injury sustained by an athlete to the Athletic Trainer.
- ◆ Each Head Coach is responsible for the dress, behavior and conduct of all his or her teams in grades 7-12.
- ◆ Report schedule changes, at any level, to Assistant Superintendent of Athletics, Athletic Director, and Athletic office.
- ◆ Regularly attend middle school events, primarily as it pertains to your sport.
- ◆ All policy and procedural matters pertaining to each sport at each middle school must be routed to the Middle School Coordinator.
- ◆ Responsible for reporting scores to the Athletic Office the first working day following game. This includes grades 7-12.
- ◆ Post-season equipment inventory will be turned in to Assistant Superintendent of Athletics.
- ◆ Work with Assistant Superintendent of Athletics for scheduling of athletic banquets.
- ◆ Providing directions to all game sites to the BISD Athletic Office.
- ◆ Monitor Booster Club operation and secure athletic department approval for all Booster Club Passes.
- ◆ Develop a professional development plan for their specific sport.
- ◆ Create a procedures plan for your specific event supervisor.
- ◆ Responsible to submit any cut lists one day prior to posting.
- ◆ Monitor yearly eligibility of all student-athletes.
- ◆ File all sport specific District/UIL reports.

- ◆ Establish new student procedure for specific sport.
- ◆ Organize program communication procedure.
- ◆ Develop a vision and plan for sport specific program.

- ◆ Create structured game day routine for staff and players.
- ◆ Organize and oversee all home tournament administration.
- ◆ Responsible for character and direction of overall sport specific program.
- ◆ Specify program objectives and how you will obtain them. These are due at the compliance meeting.
- ◆ Order awards, through Assistant Superintendent of Athletics, at least one month ahead of date of actual event.
- ◆ Athletic Schedules are to be approved by the Assistant Superintendent of Athletics prior to any release.

Assistant Coaches – High School

- I. Reports to Campus Principal, Head Coach, Athletic Director, and Assistant Superintendent of Athletics
- II. General

- ◆ To properly execute the philosophy, objectives and techniques of the sport being coached and provide quality assistance to the Head Coach in teaching athletes.

- III. Specific Duties and Responsibilities

- ◆ Consult with Head Coach on all matters relating to the operations, philosophy and objectives of specified sport.
- ◆ Carry out job assignments as issued by the Head Coach.
- ◆ Make every effort to attend other sport contests at High School and Junior High School.
- ◆ Coach in a positive manner and strive to bring out the best in each athlete.

Assistant Coaches – Middle School

- I. Report to Campus Principal, Middle School Athletic Coordinator, High School Head Coach, Athletic Director, and Assistant Superintendent of Athletics.

- II. General

- ◆ Middle School Assistant Coaches are responsible for overseeing and managing all duties specific to their position in addition to duties assigned by the Assistant Superintendent of Athletics, and Athletic Director.

- III. Specific Duties and Responsibilities

- ◆ Responsible for organizing and administering the programs set by each Head Coach of his or her sport.
- ◆ Managing and maintaining the athletic equipment for his or her sport.
- ◆ Submitting all purchase orders to Middle School Athletic Coordinator for approval before submission to Assistant Superintendent of Athletics.
- ◆ Providing directions to all game sites to the BISSD Athletic Office.
- ◆ Supporting the high school coaching staff as requested through the Assistant Superintendent of Athletics and Athletic Director. Middle school football coaches will assist as directed with Spring Training.
- ◆ Submit game scores to BISSD Athletic Office.

UIL Eligibility Policies

Athletic Period Grades

Grade policies for students during for the athletic period are campus-based policies. The Athletic Director and MS Coordinator should forward a copy of the policy to the Athletic Office.

Beginning of School Initial Eligibility

1. A student in grades 9-12 may participate in football, volleyball, team tennis, golf, or cross country activities only if he/she has gained sufficient progress toward graduation.
 - ◆ First year of high school – has been promoted from the 8th grade to the 9th
 - ◆ Second year of high school – has earned 5 credits towards TEA graduation requirements
 - ◆ Third year of high school – has earned 10 credits OR has earned 5 credits in the last twelve months towards TEA graduation requirements
 - ◆ Fourth year of high school – has earned 15 credits OR has earned 5 credits in the last twelve months towards TEA graduation requirements.
2. Each head coach is responsible for obtaining credit summaries from the school's guidance department.

Continuing Eligibility

1. In order to be eligible to participate in an extracurricular activity following the first six-week period of a school year, a student must not have a recorded grade average lower than 70 in any course for the preceding six-weeks.
 - ◆ Students who assist the coach, such as student managers, filmers, trainers, etc. must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
2. 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 contest or activity during the succeeding three-week periods following a 7-day grace period.

- ◆ 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 the designated amount of time given by local policy.
 - ◆ Failure reports, including incompletes, will be forwarded to the Assistant Superintendent of Athletics for verification against team rosters.
3. 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 by the campus Principal according to printed grades from the grade reporting system.
 - ◆ Handwritten verifications, not signed by the campus principal or designee, or grade reports handled by students are not acceptable under any circumstance.
 - ◆ A copy of all course grades for any student regaining eligibility will be forwarded to the Assistant Superintendent of Athletics for verification against team rosters.
4. Students may practice and participate in pre-season scrimmages with their respective teams while they are on academic or truancy suspension.

Course Waivers

Certain courses are exempt from the no-pass no-play policy to encourage students to take academically rigorous courses without the fear of losing eligibility. The Board of Trustees approves the advance course list yearly for local additions to the SBOE advanced course listing.

BISD Advanced Course Waiver List for 2024-2025

- ◆ All AP courses
- ◆ All Dual Credit and Dual Enrollment (OnRamps)
- ◆ English I PreAP; English II PreAP
- ◆ Alg. I PreAP; Geometry PreAP
- ◆ Biology PreAP; Chemistry PreAP
- ◆ W. Geography PreAP

Professional Acknowledgment

Each coach must be aware of all the general rules of the UIL.

Business, Financial, and Accounting Policies

Budget, Equipment, and Supply Requests

The athletic budget will be prepared by the Athletic office with the cooperation of the head coaches of each sport. The head coach of each sport is responsible to the Athletic office for the administration of his or her budget. Budgets are from September 1st to August 31st of the next year.

Inventories

- ◆ At the end of each sport's season, the head coach will complete an inventory of all supplies and equipment and keep on file. Provide a copy to Athletic Office upon request.
- ◆ Each inventory should include sufficient detail to track the supplies purchased throughout the year and carried over from previous seasons.
 - Acceptable Example
 - Blue Nike compression shorts; practice uniform; various sizes; 54 pair
 - Unacceptable Example
 - Blue shorts; 54 pair
- ◆ Coaches should requisition supplies as needed through the Athletic office.

Equipment and Supplies Requests

Each Head Coach is responsible for the requisitioning, inventory, and maintenance of equipment and supplies needed for his or her sport. Each Head Coach should check with the Assistant Superintendent of Athletics to cover any questions or to ensure current procedures are followed.

The Business Office publishes a purchasing manual which has a more detailed explanation of all requirements.

Credit Cards

See Credit Card Procedures – Copy available in Athletic Office

All coaches will need to sign a copy acknowledging credit card procedures.

Purchase Order Requests

All purchase order requests must be placed on a purchase requisition form. Never place an order without a purchase order number from the district. Purchase orders are processed daily.

- ◆ Find a vendor – utilize Buyboard to eliminate having to obtain quotes
 - Obtain 3 quotes from outside vendors and attach them to the request for purchases over \$5,000. Work with Assistant Superintendent of Athletics on purchases over \$5,000.
- ◆ Call the vendor and have them provide a quote including discount and shipping to ensure your request is for the correct amount.
- ◆ Fill in all spaces where appropriate – the more information the better.
- ◆ Include any discounts (do not take a discount on line item bid prices).
- ◆ Include shipping if necessary. Most vendors charge shipping. If you are not sure, please call them.
- ◆ Make sure you have included enough information to properly budget code the request
 - Examples
 - BHS Boys' Basketball
 - BHS Girls' Softball – JV Uniforms
 - BMS Track Entry Fee: ½ boys & ½ girls

It usually takes a minimum of 3 days for the purchase order to be printed and mailed to the vendor. If you want the Athletic Department to place the order or return the PO to you for ordering, please make that notation.

Once the order has been placed, a copy of the PO will be held in the Athletic Office until the order is fully received. When you have received the entire order, contact Athletic Administrative Assistant so PO can be processed for payment, signed, and dated. The copy will be maintained in the Athletic Department office.

Capital Outlay Items

Capital Outlay are items which have a life expectancy of three to five years or longer and are not included in the yearly supplies and materials budget (i.e., sled, volleyball uprights, wall mats, batting tunnel nets, track equipment, etc.). The request for capital outlay items must go through the athletic department. Detailed specifications (product name and number, etc.), must be provided so that quotes may be obtained by the purchasing department.

Uniform Replacement Cycle

The same process above will be used if it is the coach's year to order. Uniform monies are separated from supply monies and are coded from a capital outlay code. Again, a coach must stay within his or her budgeted amount of money and must use formal bids before any uniforms are ordered. Uniform replacement cycle is maintained in the Athletic Office.

Maintenance of School Uniforms

- ◆ Uniforms cannot be purchased by the activity account, athletes, parents or booster clubs without written approval of the Assistant Superintendent of Athletics.
- ◆ If a uniform is lost or damaged due to negligence, it must be paid for.
- ◆ Care for the uniform is the responsibility of the athlete and coach.

Coaching Clinics and Professional Memberships

Staff development is very important to create a learning organization that is continually improving. Staff development expenses are vital and should be used to improve as an educator as often as possible. They are, however, very costly and must focus directly on reaching the objectives set forth by our department.

All coaches will be members of either the THSCA or TGCA with the exception of trainers and tennis coaches who are expected to be members of their appropriate state organization. This membership is required and paid by the department as part of your allotment. All coaches are expected to attend their respective summer clinic unless a part of another BISD coaching retreat.

Coaches who are not members or do not attend their respective summer clinic or retreat must have approval by the Athletic Director. Those who do not have approval to miss will not be eligible for the remainder of their staff development funds for the next twelve months. All members of the THSCA are also expected to attend the regional meeting on the first Saturday of February. Meeting dues are paid by the athletic department and are NOT deducted from your individual allotment.

- ◆ High School Head Coaches and Athletic Trainers are provided membership in the SWATA, TTCA, THSCA or TGCA and the respective summer clinic. They can also choose to attend one (1) additional related clinic or state meet.
- ◆ High School Assistant Coaches and Middle School Coordinator are provided membership for the TTCA, THSCA or TGCA summer clinic and one (1) additional related clinic or state meet.
- ◆ Middle School Coaches are provided membership to either THSCA or TGCA and pre-approved costs to attend their respective summer clinic or retreat.

Employee Travel Reimbursements and Mileage

All coaches are responsible for getting pre-approval, registering, and paying their expenses. Hotel receipts must be turned in to the Athletic office immediately upon return from trip.

Before the trip

- ◆ Fill out the information on the Travel Form and Request for Employee Travel form.
- ◆ If this trip requires missing school, be sure your Principal has signed the form.
 - Coaches should not request to miss more than 2 consecutive instructional or district staff development days to attend a clinic, spring training, or any other staff development activity.
 - Send the signed form to the Athletic Department for approval.
 - You will be sent a copy once approved.

After the trip

- ◆ Return all your original receipts to the Athletic office.
 - Make sure your name and campus are on each receipts.
 - Receipts are required for all credit card purchases and meal charges.
 - If you had a hotel stay, the hotel receipt must show you paid with a remaining balance of zero.

Entry Fees

- ◆ Fill out all blanks on the Purchase Requisition form.
- ◆ 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, whom 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 following week. 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. Even if picked up, the request must be in 7 days before the check is needed.

Fundraisers Involving Students

Any type of fundraising project must have prior approval by BISD Board of Directors.

Fundraisers done by the Booster Club must have approval through the Athletic Department because they will solicit funds for a BISD program.

Raffles

By law, the school district is not allowed to sponsor or conduct a raffle

Travel Advances and Meals

Advancements are only approved if student travel is included and/or employee overnight travel.

Meal Money

Meal money for students and coaches for regular-season trips is limited to \$8 per meal. Head Coaches or MS Coordinators should request meal advances 7 days in advance.

A check will be issued for the approved number of meals once the coach has submitted:

- ◆ a Receipt of Funds – Travel form,
- ◆ a list of qualifying athlete, coaches, managers, etc. and
- ◆ a tournament bracket, if tournament play.

Hotel Prepaid Expenses

If a hotel requires us to pay upon arrival, the Athletic Department will make arrangements with the department credit card. 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.

Facility Use, Maintenance, and Scheduling Policies

Maintenance of Facilities

Each BISD Head Coach is responsible for the general care and maintenance of his or her facility. This responsibility includes maintaining attractive, safe playing areas and properly working equipment and facilities. All work orders for repair of high school and middle school athletic areas must be sent to the Director of Maintenance and Assistant Superintendent of Athletics. The Athletic Director, Girls Coordinator or MS Coordinator may contact the Maintenance Department if an emergency exists.

Facility Preparation for Outdoor Contests

Head coaches should be familiar with all the necessities to ensure a safe enjoyable environment. The athletic, maintenance, custodial, and grounds departments will work together with the head coach to ensure facilities are ready. The head coach is responsible for advising the athletic department when problems are noted so they may be corrected.

Modifications of Facilities

Any facility modifications must be approved by the Assistant Superintendent of Athletics prior to any work being done. The Assistant Superintendent of Athletics will work with the principal involved for all major campus modifications.

Practice Regulations

- ◆ The Athletic Director, Girls Coordinator, and MS Campus Coordinator are responsible for fair access to all campus facilities.
- ◆ Practice outside the school day shall be limited to a maximum of eight hours per school week per activity.
- ◆ Students may practice and participate in pre-season scrimmages with their respective teams while they are on academic suspension.

Scheduling of Athletic Contests and Facilities

Each Head Coach is responsible for his or her own pre-district schedule for grades 7-12. All schedules must be approved by the Athletic Department before being released.

Scheduling Considerations

- ◆ Extracurricular activities are 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 excluding tournaments.
- ◆ Loss of instructional time will be routinely denied except in unavoidable circumstances.
- ◆ Be sure to examine all TEA mandatory assessment calendars. No events should take place that would limit preparation for these assessments.
- ◆ UIL district contests are scheduled by the UIL District Committee. Weather-related make-ups must follow the UIL rule for contest make-ups unless approved by the District Committee.

Post-season Playoff Scheduling

Post-season playoff scheduling should be done by the athletic department with the head coaches and Athletic Director.

Additional Athletic Department Policies

Athletic Awards

- ◆ Sub-Varsity Certificate
 - Awarded to athletes who participate in a sport but do not letter.
- ◆ Varsity Letter
 - Awarded to an athlete who receives a letter after the first letter regardless of sport. Athletes can receive numerous individual letters that they may apply to their letter jacket.
- ◆ Letter Jacket
 - Awarded one time during an athlete's high school career. A letter jacket is received for the first letter an athlete receives.

Criteria for Lettering

Each Head Coach is responsible for establishing and adhering to their criteria by which an athlete may letter. It is up to each head coach to inform his or her athletes of the criteria.

Letter Jacket Fitting

- ◆ Athletic office will set dates for fittings and notify all head coaches.

Banquets / Hospitality

All pre-season and/or post-season banquets will be coordinated by the Head Coach of each sport. Funding for all athletic banquets is the responsibility of the athletic activity account or booster club.

The Athletic Department does not provide funding for coaches' hospitality rooms. Head Coaches should work with their respective booster clubs to provide this service. Hospitality may be provided for BISD events coordinated through the Athletic Department including varsity football, large-scale varsity invitational meets or tournaments, and hosted events.

Booster Clubs

Athletic Booster Clubs are under the supervision of the Assistant Superintendent of Athletics. Booster clubs must operate within the policies and procedures as set forth by the Assistant Superintendent of Athletics. Head Coaches will be held responsible for UIL/BISD compliance.

Chain of Command and Lines of Communication

All Athletic Department staff members are to follow their appropriate lines of communication when dealing with 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 is conducted efficiently and the appropriate department or administrator can respond according to BISD and Athletic Department policies.

Dress and Grooming

See Athletic Policy page 48

Coaches Attire

Coaches should be dressed professionally at events following BISD employee dress guidelines.

Enrolling a New Student-Athlete

Student must have a completed physical and necessary paperwork on file in Athletic office before any kind of physical activity.

- ◆ Verify student enrollment form is completed and on file.
- ◆ Coach must verify eligibility using current transcript.
- ◆ Coach must process PAPF through proper channels.
- ◆ Contact coach at previous school to verify validity of transfer.
- ◆ If Varsity-level athlete, make sure he or she is added to the UIL Eligibility Form.

Off-season Programs

Each BISD head coach is responsible for the success of his or her program. One of the single most important aspects of success in an athletic program is having a quality off-season

program during the athletic period. Each BISD head coach will operate a quality off-season program in regard to his or her sport.

The Athletic Director, Girls Coordinator, and MS Campus Coordinator will coordinate their campus' athletic periods and have discretion to make decisions on what is best for the students and the overall athletic program. Varsity athletes remaining in the off-season program are excused from off-season workouts on game days of other sports unless both coaches involved agree that it will benefit the student.

As the majority of middle school athletes should be participating in more than one sport, the operation of a true off-season program may not be possible. The off-season program at the middle school level will revolve around a solid strength and conditioning program designed to benefit the athletes in all sports they participate in.

Officials

The Head Coach of each sport is responsible for securing officials for all varsity and sub-varsity contests for grades 7 - 12. Best practices include:

- ◆ Check with your association at the beginning of the year to be sure they have all dates scheduled.
- ◆ Get a good email and cell number for the scheduler so you can inform them of changes. (If you want me to add them to my update email list, send me their email.)
- ◆ Call the scheduler the day before each varsity contest to ensure officials are coming.

For grades 7 and 8, after initial scheduling, the responsibility for officials shifts to the MS Campus Coordinator. The Coordinator should ensure game coverage week-by-week and notify the officials in case of a change or cancellation.

Head coaches are responsible to sign and return all athletic officials contracts. A copy should be sent to Athletic Department.

Participation of Athletes

Multiple Sports

BISD Athletic Department not only allows, but encourages, a student to compete in multiple sports and activities. No coach shall discourage any athlete from participating in multiple BISD sports or activities.

Multi-sport athletes must still abide by all team rules and regulations. If there are seasonal conflicts, students and parents may have to decide which activity will take precedence. This choice may include forfeiture of an activity.

Middle school athletes should be encouraged to do all sports offered at the middle school level.

Physicals / Athletic Paperwork

Every athlete (entering 7th, 9th, 11th grades) participating in athletics in the Brownwood Independent School District must have a physical..

Before any student can be cleared to participate in any sport or athletic period, he or she must have a completed BISD information packet on file in the Head Athletic Trainers office. This includes:

- ◆ Review of BISD Extracurricular Policy
- ◆ Parent and Student Notification/Agreement Form- Illegal Steroid Use/Drug Testing
- ◆ BISD Informed Consent for Random Drug Testing
- ◆ UIL Documents
- ◆ Acknowledgement of Rules
- ◆ Pre-Participation Physical Evaluation - Medical History
- ◆ Pre-Participation Physical Evaluation - Physical Examination
- ◆ Parent Authorization to Consent to Treatment of Student Athlete

There are no exceptions to this policy.

Pre-season Parent Meeting

Every Head Coach is encouraged to conduct a pre-season parent meeting. This meeting will be held before the start of that respective sports first contest. The Athletic Department must be informed of the parent meeting date and location.

Purpose of the Meeting

The purpose of the parent meeting is to address some of the below listed issues:

1. Provide an 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 just 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 are of their sons or daughters.
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.

Contacting Parents Regarding the Meeting

It is the responsibility of the Head Coach to make sure you contact all parents and let them know the time, date and location of the meeting and any materials they may need to bring.

Public Relations

Faculty and Staff Relations

All BISD coaches should maintain a good, positive relationship with other members of the campus faculty and staff. Coaches should support the administration and staff in matters of student discipline, grades, and any other areas of concern with athletes. Athletics is a tool to teach invaluable life lessons and no teachable moments should be deemed “trivial.” The coaching staff should be seen as teachers with coaching duties, not vice-versa. Faculty and staff can and will help if they feel we are sincerely helping them and our students.

All head coaches will send team rosters to all campus personnel at the beginning of their season. This roster should include a brief statement asking all staff members to please notify the coaching staff if a student-athlete is not performing academically or behaviorally at the expected level. Head coaches should make early contact with teachers of any students who have a history of struggling with grades or behavior. Coaches must be proactive in this process.

Program Public Relations

Each Head Coach is responsible for promoting his or her program within the guidelines of the UIL and the Brownwood Independent School District school policy. Timely reporting of scores, statistics, and awards is important. Any unusual public relations promotions must be approved by Assistant Superintendent of Athletics.

Required Trainings / Paperwork

All coaches are required to be CPR / First Aid certified. Any coach not certified will not be allowed to coach until they have verification in the Athletic office of the certification.

Staff Loyalty

All staff members will make a 100% commitment to support the philosophy, objectives, and policies of the Brownwood Independent School District and the BISD Athletic Department. This includes the coaches, teachers, and administrators within the district. Individuals are free to disagree with the decisions or philosophies of the department and they are free to discuss these views with the Assistant Superintendent of Athletics, Athletic Director, Girls Coordinator or MS Campus Coordinator. We must all work together to keep athletics a strong positive influence in our schools and community.

Performance Enhancing Drugs

UIL regulations state that coaches must “avoid any action that encourages, condones, or tolerates the use of performance enhancing drugs by any student – athlete.”

Transportation

BISD school buses and white fleet vehicles are to be used to transfer all athletic groups whenever possible. If not possible, please get with the Assistant Superintendent of Athletics to arrange alternative transportation.

Trip Requests and Drivers

It is the responsibility of each BISD head coach to complete a BISD Transportation Request form prior to the beginning of the season for each athletic event that requires transporting students. Any trip request should be submitted at least two weeks prior to travel to ensure a vehicle. It is the coach’s responsibility to check with transportation at least 3 days prior to each contest to ensure that a vehicle is available. It is the coach’s responsibility that each vehicle is returned in clean condition.

Travel Restrictions

Any overnight contests and/or travel by BISD athletic teams or individual athletes must be approved by the Assistant Superintendent of Athletics for approval.

All BISD athletes must travel with the team to the contest. Every athlete must return with the team unless, prior to the trip, a parent or guardian has completed a BISD Student Travel Release form that entitles the athlete to be released to the custody of the parents or another adult at the completion of the activity or event. This must be approved by the head coach prior to the trip.

Team Rules / Training Rules

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 or 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 or her team the expectations and need for adherence to team and training rules.

Notification Required to Assistant Superintendent of Athletics

The Assistant Superintendent of Athletics must be informed and consulted when the following rules are broken:

1. The use of an illegal drug or alcoholic beverage.
 - 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 Brownwood ISD Athletics as noted in Athletic Policy page 45.
2. 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 Assistant Superintendent of Athletics and Athletic Director as soon as possible per UIL rules.
3. Placement of a student in ISS that results in the student missing a contest.
 - An athlete is suspended from interscholastic contests while serving time in ISS until the assignment is completed. The suspension begins when the student begins his or her day(s) in ISS. The suspension is concluded at the end of the school day on the final day of assignment. Participation in after-school practices or meetings is still required.

University Interscholastic League (UIL)

UIL side by side 2024 – 2025

<https://www.uilTEXAS.org/policy/tea-uil-side-by-side>

Every coach is responsible for reading his or her specific UIL Sport Manual and for being in compliance with all rules and regulations. Failure to understand the rules or regulations is not an excuse. It is the responsibility of each Head Coach to submit all UIL paperwork regarding his or her sport to the athletic office and to comply with ALL UIL and Brownwood ISD policies.

Do not hesitate to contact the Assistant Superintendent of Athletics or Athletic Director on questionable matters.

UIL Violations

All BISD athletic staff members are required to first disclose all UIL violations or suspected violations to the Assistant Superintendent of Athletics and Athletic Director. The action will be quickly investigated, and the Assistant Superintendent of Athletics will work with the Athletic Director, Campus Principal, Superintendent, and U.I.L to ensure reporting, corrective action, and future compliance.

Emergency Action Plan (EAP) HEAT SAFETY

HEAT ADVISORY IN Brownwood Texas

Brownwood may commonly face dangerously high temperatures, that could pose a hazard. Extreme heat can be dangerous or even life-threatening. It is the number one weather-related killer. Common-sense preparations can save lives.

♣ If a student or coach is having symptoms associated with being overheated please contact Head Athletic Trainer Kurt Kammerer (ext. 2024)/personal cell or, call nurse Rhonda Guerrero ext. 2012/personal cell on BHS campus or nurse Kinzler on BMS campus.

Prevention

Pre-participation history and physical exam

1. A thorough medical history will be gathered (history of heat illness, sickle cell trait/disease, etc.)
2. Individuals with risk factors will be identified and counseled (see table below):

Risk Factors for Heat Illness	
Intrinsic	Strategies to Minimize Risk
High intensity exercise	Gradually phase in exercise and conditioning
Fever or illness	Monitor and remove at risk athletes as necessary
Dehydration	Educate coaches/athletes on proper hydration Provide adequate access to water
Overweight/obesity	Gradually phase in exercise and conditioning
Lack of heat acclimatization	Follow heat acclimatization program
Medications (antihistamines, diuretics, ADHD drugs)	Monitor and remove at risk athletes as necessary
Skin disorder (sunburn or malaria rubra)	Monitor athletes closely
Predisposing medical conditions	Monitor and remove at risk athletes as necessary
Extrinsic	Strategies to Minimize Risk
High ambient temperature, solar radiation or humidity	Avoid exercise in hotter parts of the day
Heavy gear or equipment	Gradually introduce equipment
Poor practice design	Educate coaches regarding strategies to minimize risk

3. When applicable the Athletic Trainer or persons responsible will be notified of individuals with pre-existing conditions that place the individual at risk of exertional heat illness
4. As necessary, coaches are notified of individuals at higher risk

Environmental Monitoring and Activity Modification/Cancellation

1. Environmental monitoring will occur utilizing a WBGT device/Phone app to measure WBGT.
2. Environmental monitoring will occur any time it is warm outside (i.e., over 70°F)
3. Environmental monitoring and activity modifications may be necessary for certain types of indoor facilities.
4. Monitoring of WBGT will occur every 30 minutes beginning 15 min before scheduled practice time.
 - a. **Athletic Trainer Kurt Kammerer and Head Coaches will monitor the WBGT.**
 - b. **Head Coaches will make the modification/cancelation of activity.**
 - c. **WBGT will be measured at BHS / BMS / GWS for athletic outdoor activities.**
 - d. All environmental monitoring will be recorded and stored within device, stored in phone, hard copy record sheet, etc.
5. Modifications will be made in accordance with the best practice guidelines for our region. We are in Class 3; therefore we will follow the activity guidelines for that region.

a. The table below shows the specific modifications that will be made for each flag zone (green, yellow, orange, red, black).

Class 3	Class 2	Class 1	Activity Guidelines
< 82.0	< 79.7	< 76.1	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	79.9 - 84.6	76.3 - 81.0	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	84.7 - 87.6	81.1 - 84.0	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	87.8 - 89.6	84.2 - 86.0	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	≥ 89.8	≥ 86.2	No outdoor workouts. Delay practice until a cooler WBGT is reached.

6. Procedures to prevent heat related illnesses.
 - a. Cooling Zone at practices and games.
 - i. Cold-water immersion tub
 - ii. Ice Towels
 - iii. Ice cold water cows (unlimited access to water)
 - iv. Shaded area (Trees and or canopy)
 - v. Misting fans will be at all home football games and home Cross Country.

TYPES OF HEAT ILLNESS

- **Sunburn:** Redness and pain. In severe cases swelling of skin, blisters, fever, headaches.
 - ♣ First aid: Ointments for mild cases if blisters appear and do not break. If breaking occurs, apply dry sterile dressing.
 - ♣ Serious, extensive cases should be seen by physician.

- **Heat Cramps:** Painful spasms usually in the muscles of legs and abdomen, accompanied by heavy sweating.
 - ♣ First aid: Firm pressure on cramping muscles or gentle massage to relieve spasms. Give sips of water. If nausea occurs, discontinue water.

- **Heat Exhaustion:** Heat exhaustion is one of the heat-related syndromes. Symptoms range in severity from mild heat cramps to heat exhaustion to potentially life-threatening heatstroke. Heat exhaustion can begin suddenly, usually after working or playing in the heat, perspiring heavily or being dehydrated.
 - ♣ Heat exhaustion signs and symptoms include:
 - Faintness or dizziness.
 - Nausea or vomiting.
 - Heavy sweating often accompanied by cold, clammy skin.
 - Weak, rapid pulse.
 - Pale or flushed face.
 - Muscle cramps.
 - Headache.
 - Weakness or fatigue.

 - ♣ **If you suspect heat exhaustion**
Untreated, heat exhaustion can lead to heatstroke, which is a life-threatening condition. If you suspect heat exhaustion, take these steps immediately:
 - Move the person out of the heat and into a shady or air-conditioned place.
 - Lay the person down and elevate the legs and feet slightly.
 - Remove tight or heavy clothing.
 - Have the person drink cool water or other nonalcoholic beverage without caffeine.
 - Cool the person by spraying or sponging with cool water and fanning.
 - Monitor the person carefully.

 - ♣ Call 911 or your local emergency number if the person's condition deteriorates, especially if he or she experiences:
 - Fainting
 - Confusion
 - Seizures
 - Fever of 104° F (40° C) or greater

- **Heat stroke (or sunstroke):** High body temperature (106° F or higher), hot dry skin, rapid and strong pulse, possible unconsciousness. **Heat stroke is a severe medical emergency. Summon emergency medical assistance or take the victim to a hospital immediately. Delay can be fatal!**
 - ♣ While waiting for emergency assistance, move the victim to a cooler environment and reduce body

temperature with cold bath or sponging. Use extreme caution. Remove clothing, use fans and air conditioners. If the temperature rises again, repeat process. Do NOT give fluids. Persons on salt restrictive diets should consult a physician before increasing their salt intake.

♣ Heatstroke symptoms include:

○ **High body temperature:** A body temperature of 104° F (40° C) or higher is the main sign of heatstroke.

○ **Altered mental state or behavior:** Confusion, agitation, slurred speech, irritability, delirium, seizures and coma can all result from heatstroke.

○ **Alteration in sweating:** In heatstroke brought on by hot weather, your skin will feel hot and dry to the touch. However, in heatstroke brought on by strenuous exercise, your skin may feel moist.

○ **Nausea and vomiting:** You may feel sick to your stomach or vomit.

○ **Flushed skin:** Your skin may turn red as your body temperature

○ **Rapid breathing:** Your breathing may become rapid and shallow.

○ **Racing heart rate:** Your pulse may significantly increase because heat stress places a tremendous burden on your heart to help cool your body.

○ **Headache:** Your head may throb.

♣ If you suspect heat stroke

If you think a person may be experiencing heatstroke, immediately dial 911.

○ Take immediate action to cool the overheated person while waiting for emergency treatment.

○ Get the person into shade or indoors.

○ Remove excess clothing.

○ Cool the person with whatever means available put in a cool tub of water or a cool shower, spray with a garden hose, sponge with cool water, fan while misting with cool water or place ice packs or cold, wet towels on the person's head, neck, armpits and groin.

Do not hesitate to contact Campus Safety if you need assistance.

• Emergency assistance (dial 911)

• For non-emergency assistance call Fred Bastardo ext. 2017

METEOROLOGICAL TERMS (to be familiar with)

• **Heat Index or “Apparent Temperature”:** An estimate of the temperature that the body feels when the effects of heat and humidity are combined. Note that exposure to direct sunlight can increase the heat index by as much as 15° F.

• **Excessive Heat Outlook:** A heat wave may develop in the next three to seven days.

• **Excessive Heat Watch:** Conditions are favorable for a heat wave (high Heat Index) in the next 12 to 48 hours.

• **Heat Advisory:** An uncomfortable, potentially dangerous heat wave (daytime highs from 100-105° F) is forecast within the next 36 hours.

• **Excessive Heat Warning:** A dangerous heat wave (daytime highs from 105- 110° F) is forecast within the next 36 hours.

BROWNWOOD HIGH SCHOOL ATHLETIC POLICY

I. Purpose

BHS interscholastic athletic programs operate under the guidelines of the University Interscholastic League (UIL). The standards of the BHS Athletic Code meet or exceed the standards of the BISD Student Handbook and the UIL.

The purpose of the athletic code is to establish standards of academic performance and behavior for the students involved in interscholastic athletic programs as well as the consequences for the failure to meet these standards. The privilege of participating in the BHS athletic program is subject to the student athlete's compliance with the BHS Athletic Code.

II. Athlete Defined

A student athlete at BHS is an individual who meets one of the following criteria:

- a. tries out for an athletic team by reporting to practice,
- b. is a member of any athletic team, and/or
- c. is a team manager.

III. Duration of Athletic Code

The student athlete is subject to all provisions of the code effective upon the first day of practice or the beginning of the school year, whichever occurs first. The student athlete is subject to the code at all times and places whether school is in session or not for 12 calendar months from the date the student athlete agreed to abide by the athletic code.

Consequences for violating the Brownwood ISD Athletic Code of Conduct will be in effect for non-league, league, district, regional, and state contests and championships. With regard to suspensions from contests, scrimmages do not count as contests. Consequences of athletic code violations will carry over from school year to school year and will be in effect for the duration of the athlete's high school participation. Middle school violations do not follow the athlete to the high school. All athletes have a clean record upon their first enrollment into high school. If an athlete transfers while in high school while having accumulated violations and moves back into the district their violations will be in effect.

The student athlete will receive a copy of the athletic code. It is the student athlete's responsibility to inform his or her parents of the code and to return the appropriate forms with signatures indicating that both the student athlete and parent understand that participation in BHS athletics is contingent upon the student athlete abiding by the athletic code. The student athlete must return the appropriate forms within one week of receiving a copy of the athletic code. Failure to do so will result in the student athlete being restricted from participation in athletics.

IV. General Guidelines, Rules, Regulations, and Penalties

The rules governing student athletes are set forth in this code which is in addition to the rules set forth by the UIL and the Brownwood ISD. A student athlete may be disciplined by both the student code of conduct and the athletic code for violation of either code arising from the same incident. In addition, the student athlete may be disciplined for violation of state/federal laws, regardless of where the violation occurs. (This (This does not refer to minor traffic tickets.)

The basic principle of conduct under which this athletic code was written is:

As a student athlete, you are to conduct yourself in such a manner that you bring credit to yourself, your teammates, your family and to BHS. A student athlete is never to engage in any activity that can be interpreted as inappropriate for a Brownwood High School athletic team member.

General guidelines, regulations, and penalties of the Brownwood School Athletic Code:

1. As Brownwood ISD student athletes endeavor to win any athletic competition, they will behave in a manner that **reflects pride and class**.
2. Student athletes are expected to be **outstanding citizens and students**.
3. Every team member is expected to display **loyalty** to the team and a positive attitude under all circumstances and in any role on the team. It is the responsibility of the head coach of the sport to determine **each team member's role**.

Disgruntled student athletes cannot be allowed to negatively affect a positive team attitude. Every single team member is important, regardless of role.

4. **Veteran student athletes are expected to lead by example** and to be role models for the younger student athletes. Veteran student athletes are expected to encourage and help the younger student athletes grow and develop into positive and productive team members.
5. Respectful people create a positive environment. BHS student athletes are expected to **be respectful and reflect a positive image** at all times, including the showing of **support for fellow student athletes** in other sports.
6. Participation in the athletic program is a **privilege** given with inherent trust and elevated behavioral expectations. **Admittance to the athletic program** is granted only to students who are in good standing with the athletic code. Student athletes who miss workouts may be required to make up the workouts with conditioning exercises. It is the head coach's sole discretion to determine how much conditioning will be made up. There may be a **'trust earning'** period of time in which the student athlete will have to demonstrate good behavior and/or passing grades before being allowed to participate in the athletic program. It is the head coach's sole discretion to determine the amount of time needed to earn that trust and consequently to admit the student athlete into the athletic program.
7. *Student athletes who are **suspended** from school cannot participate in practice.*
8. Student athletes who are in **ISS on the day of an athletic contest** cannot participate in the athletic contest.
9. **Unsportsmanlike conduct** will not be tolerated. Examples of unacceptable unsportsmanlike conduct are unsportsmanlike penalty, technical foul, or ejection from a contest.
10. Student athletes who **steal** from teammates, other students or from other schools will be suspended from their team.

11. A student may be **suspended pending investigation** and/or permanently removed from Brownwood athletics for any violation of the Texas Education Code, Chapter 37.
12. **Breaking Training** includes out-of-school offenses such as drinking, receiving a Minor in Possession, possession of an illegal substance or possession of drug paraphernalia. The penalties for breaking training are as follows:
 - **1st Offense**- the student athlete will run/walk 50 miles (freshman and Middle School athletes will run/walk 25 miles). Once completed, the student athlete will be allowed to return to participate in an athletic competition. There will be a minimum of a 10-calendar day suspension, excluding Sundays.
 - The exception to this rule is the **48-Hour Rule** which allows a student athlete to be required to run/walk ½ of the required exercise (freshman girls and freshman boys will run/walk 12.5 miles), if the student athlete confesses to the coach that he/she broke training within 48 hours of the incident or before the coach confronts that athlete about the incident. There will be a minimum of a five-calendar day suspension, excluding Sundays.
 - **2nd Offense**- Same as 1st offense with an increase to 100 miles (Freshman and Middle School athletes 50 miles) and a suspension of 45 calendar days, excluding Sundays.
 - **3rd Offense**- Same as 2nd offense with an increase to a suspension of 1 calendar year.

**These penalties will begin upon citation, arrest, or substantiation of the offense by the athletic director. The time, date, and supervision of running must be approved by the Athletic Director.

13. Possession or use of tobacco is also considered **Breaking Training** and produces consequences of 5 miles-1st offense, 10 miles-2nd offense, 15 miles-3rd offense, etc. (BMS 2.5 miles-1st offense, 5 miles-2nd offense, 7.5 miles-3rd offense, etc.)
14. **“Wrong Place at the Wrong Time” Rule.** The purpose of this rule is to save our student athletes the trouble that comes with being in the “Wrong place at the wrong time.” This situation will most often occur when a student athlete is at a party, in a car, or with a group in which illegal substances are present. These situations usually produce accusations which usually lead to investigation. There will be no consequences from accusation alone. If the accusations are accompanied by the fact that our student athlete was indeed at a place where illegal substances were present, but did not partake of such illegal substances, then this student athlete would more than likely fall under this rule and would be subject to consequences of 5 miles-1st offense, 10 miles-2nd offense, 15 miles-3rd offense, etc.
**Any verbal accusation by a Brownwood ISD staff member or other Brownwood city official is worthy of investigation.
15. Student athletes who receive either written or oral **discipline referrals** from a teacher may be disciplined by their coaches.
16. Student athletes who have problems **outside of school functions** may be disciplined by their coaches.
17. **Injuries** must be reported to the appropriate coach. It is the student athlete’s responsibility to follow through with an assigned treatment of an injury.
18. It is the student athlete’s responsibility to maintain **cleanliness** in order to prevent MRSA (**Staph**) **infection** and any other unhealthy infection.
19. The head coach of the sport involved will determine the amount of **makeup conditioning** due for any missed practice and/or off-season workouts.

20. Each student athlete is responsible for the athletic equipment issued to him by the coaching staff. Athletic equipment is to be stored in a secured locker when not in use. The student athlete is responsible for the cost of any equipment that is either lost or stolen.
21. Coaches will work with student athletes who wish to participate in **concurrent sports**. It will be the responsibility of the coaches of the concurrent sports to determine the schedule and level of participation for the affected student athletes.
22. **School contests** have first priority. Participation in non-school sports activities is secondary to school-related games and practice. The head coach of each sport will have sole discretion in determining when he will allow a student athlete to miss a practice or a game for a non-school sports activity.
23. One of the most important life lessons that athletics can teach is “**finishing what you start**”. Student athletes will be given two weeks at the beginning of the season in which to decide to **commit to the team** for the entire season. If a student athlete chooses not to commit during the two weeks, no penalty will be assessed. After the two-week commitment period, all student athletes will be considered to be committed to their teams. Once committed, the penalty for quitting:
- The student athlete will forfeit their eligibility to participate in THEIR next sport.
 - 7th - 8th grade athletes must run/walk 15 miles. A 7th-8th grade athlete cannot run/walk more than 2 miles per day. Once the middle school athlete completes the 15 miles and the current season has ended, they can participate in another sport.
- **There will be no penalty for withdrawing from participation if the reason for withdrawing is approved by both the head coach and Athletic Director.
24. If a student athlete is issued athletic attire, he/she will **dress in the proper athletic attire** for all practices and games. School issued athletic attire should not be worn outside of approved athletic functions.
25. Student athletes will follow the **dress code when traveling** to and from athletic contests.
26. How student athletes present themselves at contests is extremely important. We will follow the **BISD dress code**. Additional dress code guidelines may be imposed by the coaches with the approval of the Athletic Director.
- **Football, Boys Basketball, Boys Soccer, Boys Track/Cross Country/Baseball/Boys Tennis**
 1. BHS student athletes are to always present themselves in a manner of the highest-class exhibiting *Lion Pride*.
 2. Jewelry will not be worn during the athletic period. Jewelry worn during competition will be at the coach’s discretion in accordance with UIL rules and safety considerations.
 3. No facial hair
 4. Hair must be out of eyes, off ears and off of collar and be of your natural color.
 5. Hair must be out of eyes for practice and competitive play. A BHS hat, BHS visor, or headband (prefer maroon, white, or gray) may be worn.
 6. If a toboggan is worn during cold weather, we prefer it to be maroon, grey, or white.
 7. No other head coverings will be worn.
 - **Volleyball, Girls Basketball, Girls Soccer, Girls Track/Cross Country, Softball/Girls Tennis**
 1. BHS student athletes are to always present themselves in a manner of the highest-class exhibiting *Lion Pride*.
 2. Jewelry will not be worn during the athletic period. Jewelry worn during competition will be at the coach’s discretion in accordance with UIL rules and safety considerations.

3. Hair will be of your natural color. Colored highlights and streaks are allowed as noted in the BHS Student Code of Conduct.
 4. Hair must be pulled back and out of eyes for practice and competitive play. A BHS hat, BHS visor, or headband (prefer maroon, white, or gray) may be worn.
 5. If a toboggan is worn during cold weather, we prefer it to be maroon, grey, or white.
27. Student athletes will travel with the team to/from athletic contests. A student athlete must obtain written permission from the head coach in order to travel with a parent/guardian/family member or designee by completing an Athletic Travel Release Form.
 28. Student athletes will always **be on time** for practices, games and for travel arrangements. Varsity student athletes who must **miss practice** are required to inform the head coach prior to the practice time.
 29. Every student athlete must shoulder the responsibility of passing all academic requirements. A student athlete is accountable to his teammates/coaches to remain eligible for athletic competition.
 30. Consequences for offenses are determined to be **equitable, not necessarily equal**. In other words, the consequence is determined for each student athlete based upon such factors as physical maturity, medical condition or sport-specific conditioning. The athletic director will have the authority to issue consequences for special circumstances.
 31. The following **Violation Grid** does not encompass all possible violations. The athletic director has the right to add/modify at any given time. This *Violation Grid* shows the level of offense for each type of violation:

<u><i>LEVEL I</i></u>	<u><i>LEVEL II</i></u>	<u><i>LEVEL III</i></u>
Disrespect	disrespect	disrespect
Insubordination	Insubordination	Insubordination
School code of conduct / Student handbook		
Excused missing workout without reporting to coach	Unexcused missing workout/game	Unexcused missing workout/game
Unsportsmanlike conduct	Unsportsmanlike conduct	Unsportsmanlike conduct
Cheating		
Profanity		
Poor attitude		
Late to practice		
Conduct/grades		
Other misconduct		
Discipline referral		
Disrupting practice		
Unauthorized use of school equipment		
Failure to turn in issued equipment		
Failure to turn in fundraising equipment/money		
D-Hall/ISS		
Improper dress		

Dress code		
Improper grooming		
Lying	Lying	
Hazing	Hazing	
Disloyalty to team/coach	Disloyalty to team/coach	
	Stealing	Stealing
	Aggressive/threatening behavior toward others	
	Destroy/damage property	
	Possession or use of tobacco	
	Wrong place, wrong time	Repeated level II offense
	Repeated level I offense	Multiple level II offenses
	Multiple level I offenses	Refusal to complete any punishment

32. The following *Consequence Grid* shows the corresponding punishments associated with the Level I – Level III violations: Corporal Punishment may be use by the Athletic Director or Authorized Coordinator at any time.

<u><i>LEVEL I</i></u>	<u><i>LEVEL II</i></u>	<u><i>LEVEL III</i></u>
Conference	Conference	
Push-ups		
Plate pushes	Plate pushes	
Lap running	Lap running	
Horses	Horses	
Mile(s)	Miles(s)	
Other running	Other running	
	Suspension	
Sprints	Sprints	
Poles	Poles	
Corporal Punishment	Corporal Punishment	Corporal Punishment
Yo-Yo's	Yo-Yo's	
Cross countries	Cross countries	Any combination of Level 1-Level III
2 miles	5 - 25 miles	50 - 100 miles
	Any option of Level 1	Any option of Level 1 or 2
		Removal from Team for 1,2,3, or 4 years

V. General Information to Parents

Coach/parent conferences conducted immediately after an athletic contest are not usually productive. Therefore, parents who wish to have a conference with a coach, need to call the school to schedule a

meeting with the coach.

The qualities of good citizenship, proper attitude, and a strong work ethic are extremely important in achieving team success. Therefore, if a student athlete does not exemplify these qualities at a satisfactory level, it may impact playing time.

BHS continually works to raise the level of behavioral expectations for coaches, student athletes, parents and spectators at all athletic events. With this in mind, parents are asked to ensure that their actions reflect a positive attitude and encouragement to all those involved in this athletic/ educational process. We know that there will be disagreements at times. It is crucial that we adults (coaches, parents, community members) be a good role model to our youth in how we handle disagreements and conflict. This is extremely important and greatly appreciated.

VI. Appeal Process

Every student athlete/parent has the right to appeal the decisions made by a coach involving violations and punishments. Please speak with the appropriate coach before appealing the decision to the Athletic Director. *The amount of playing time cannot be appealed; that is a judgment call that is reserved exclusively for the coach.*

The steps of the appeal process are as follows:

1. *Athletic Director*
2. *Principal*
3. *Superintendent Designee*
4. *Board of Trustees*

VII. Eligibility

An individual is eligible to participate in a varsity contest as a representative of BHS if that individual is in compliance with all UIL rules and regulations involving athletic eligibility.

VIII. Definitions

- **Cheating** - to defraud or trick; dishonest act or practice (Example: inappropriate copying of answers on an academic assignment).
- **Conduct/grades** - any poor reflection that is shown by a low score on a student athlete's report card.
- **Discipline referrals** - oral or written report of misbehavior given by any BHS staff member.
- **Disloyalty to team/coach** - grumbling, badmouthing, continual criticism, or degrading another BHS student athlete or coach.
- **Disrespect** - to player or coach; foul or inappropriate look, tone of voice, choice of words, body gestures, or contact.
- **Disrupting practice/procedures** - any action that a coach considers disruptive to practice or other procedures involved in athletics (Example: temper tantrum, late, not calling in before absence, giving less than 100% effort).
- **Dress code**- as described in Section IV, 30.
- **Good standing** - no outstanding violations.
- **ISS**- In-School suspension.
- **Hazing** - to harass, humiliate, or play pranks; often associated with some physical abuse.
- **Improper dress** - wearing clothing or other that is against school rules or the coach's directions.
- **Improper grooming** - as described in Section IV, 30.

- **Insubordination** - state, quality, or fact of being disobedient; refusing or failing to follow instructions.
- **Lying** - untruthful or deceitful
- **Missing a game** - not present for any part or entire game or scrimmage.
- **Missing workout/practice** - not present for any part or entire practice or called meeting.
- **Poor attitude** - any attitude that is not conducive to building up the team, being coachable, respecting coaches, or respecting teammates.
- **Profanity** - vulgar, obscene, or unacceptable language.
- ***School code of conduct*** - *school rules and/or the student code of conduct which are found in the student handbook.*
- **Stealing** - to take from another without permission or authority.
- **Unauthorized use of school equipment** - any use of school equipment other than its intended use as determined by the coach.
- **Unsportsmanlike conduct** - not exemplifying fair play; not accepting unfavorable decisions graciously; responding inappropriately to another person's behavior during or surrounding an athletic event. (Example: personal foul, technical foul, ejection, warnings from coach or official).

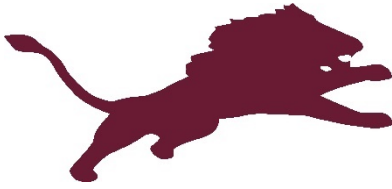
ATHLETIC CODE AGREEMENTS

I have read the Athletic Code and I agree to abide by the regulations stated therein. I have also discussed this with my parents or guardians, and they attest to this fact by their signature.

Student athlete's printed name _____

Student athlete's signature _____ Date _____

Parent's signature _____ Date _____



BROWNWOOD HIGH SCHOOL

ATHLETIC DEPARTMENT

2707 SOUTHSIDE DR. BROWNWOOD, TX 76801 (325) 646 – 0703

Brownwood ISD Athletic Travel Release Form

My son/daughter _____, will not
(student's name)
ride home with team, but will travel home with _____
(parent/guardian/person's name)

from their _____ game in _____
(sport) (city)

to Brownwood on _____
(destination) (date of game)

The reason for this alternative method of travel is:

I hereby release Brownwood ISD and the sponsoring staff member(s),

_____ from all liability in
(Name of sponsor/coach/etc.)

connection with this alternative method of travel from this school event.

Parent / Guardian Signature Phone Number
Date