

# **CISD Coaches Manual**



**2024 - 2025**

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# **CALLEN ISD ATHLETIC DEPARTMENT**

## **ATHLETIC PHILOSOPHY**

### **Philosophy of Athletics**

Interscholastic athletics is an integral part of the overall education process. A successful athletic program will enable a student-athlete to realize the power of reaching his or her full potential. In most situations, the athletic program's overall success sets the entire school's tone and atmosphere. Athletics create opportunities for developing a positive self-image. Finally, the most crucial aspect of the athletic program is to develop young men and women to become constructive, contributing members of society.

### **Calallen Athletic Program Mission**

To build CHAMPIONS for LIFE through athletics!

### **Calallen Athletic Vision Statement**

To be a program whose teams consistently compete for championships, and whose players become difference makers in life because of the UNCOMMON traits of a winner they acquire in athletics.

# CALLEN ISD PERSONNEL

## **BOARD OF TRUSTEES**

Dr. Lana Carr	President
Heather Luckenbach	Vice-President
Lori Jo Walker	Secretary
Royce Cameron	Treasurer
Jerry Batek	Trustee
Edward Wells	Trustee
Michael Hatch	Trustee

## **CISD SCHOOL ADMINISTRATION**

Superintendent	Emily Lorenz
Assistant Superintendent	Kelsey Ramos
Dir. of Business Services	Lee May Gonzalez
Dir. of Personnel	Marcos Flores
Dir. of Operation	Blair McDavid
Dir. of Special Programs	Leslee Schauer
Dir. of Safety and Security	John Garcia
Dir. of Special Education	Sonya Durrwachter
Dir. of Food Service	Leticia Garcia
Dir. of Maintenance	Kelly Murphy
Dir. of Technology	Kevin Beatty
Dir. of Transportation	Carol Barnhart
Dir. of Curriculum	Jodi Ferguson
Executive Assistant to Supt.	Annie Swetish-Rivera
Payroll Specialist	Kristi Chambless
Business	
Office/Travel/Workman Comp	Julie Morris
Accounts Payable	Hopie Martinez
Personnel / Human Resources	Sylvia Parker
Health Benefits/HR	Melissa Saldana
Secretary to Special Education	Stephanie Vasquez
Secretary to Special Programs	Sherry Box
Receptionist	Tammy Soliz

**CALALLEN H.S. CAMPUS ADMINISTRATION**

Principal	Yvonne Neth
Assistant Principal	Beverly Barker
Assistant Principal	David Low
Assistant Principal	Frances Nelson
Principal's Secretary	Vicky Gonzales
Assistant Principal's Secretary	Lisa Harwell
Assistant Athletic Director	Steve Chapman
Assistant Athletic Director	Lupe Cardona
Counselor	Larissa Duke
Counselor	Erika Vazquez
Counselor	Wendy Batek
Counselor	Veronica Espinosa
Counselor	Gloria Saenz

**CALALLEN M.S. CAMPUS ADMINISTRATION**

Principal	Tony Graham
Assistant Principal	Heather Bevly
Assistant Principal	Kim Knief
Assistant Principal	Allison Irvin
Principal's Secretary	Cortney Valdez
Counselor	Tracy Hendley
Counselor	Cami Guerrero

**MAGEE INTERMEDIATE CAMPUS ADMINISTRATION**

Principal	Monica Perez
Assistant Principal	Pete Van Maren
Principal's Secretary	Barbra Goldman
Counselor	Lisa Naranjo

**WEST INTERMEDIATE CAMPUS ADMINISTRATION**

Principal	Melissa Cardona
Assistant Principal	Kelye Garcie
Principal's Secretary	Maria Harris
Counselor	Kellyn Wilmeth

**EAST ELEMENTARY CAMPUS ADMINISTRATION**

Principal	Kim Rodriguez
Assistant Principal	Ricardo Martinez
Principal's Secretary	Rachel Medina
Counselor	

## **WOOD RIVER ELEMENTARY CAMPUS ADMINISTRATION**

Principal	Melinda Barron
Assistant Principal	Barbara Geis
Principal's Secretary	Dawn Denman
Counselor	Harmony Salinas

## **ATHLETIC PERSONNEL**

### **ATHLETIC DEPARTMENT ADMINISTRATION**

Charlie Reeve	Director of Athletics
Lupe Cardona	Assistant Athletic Director
Steve Chapman	Assistant Athletic Director
Emily Carney	Administrative Assistant to the AD

### **HEAD COACHES- CALALLEN HIGH SCHOOL**

Charlie Reeve	Football
Ashley Pettus	Volleyball
Hanna Fowler	Girls Cross Country
Travis Burnett	Boys Cross Country
Juan Ozuna	Girls Basketball
Travis Burnett	Boys Basketball
Sarah Pipkin-Love	Girls Soccer
Stephen Mora	Boys Soccer
Randy Lowrance	Swimming
Steve Chapman/Jose Lopez	Baseball
Teresa Lentz	Softball
Hannah Fowler	Girls Track
Johnny Irvin	Boys Track
Debbie Radford	Tennis
Michael Gonzalez	Powerlifting
Mike Brotherton	Golf
Lauren Dillon	Athletic Trainer
Hunter Alonzo	Athletic Trainer

# COACHING ASSIGNMENTS

## CALALLEN HS

NAME	FIRST SPORT	SECOND SPORT	THIRD SPORT
Johnny Irvin	Football (OC)	Head Boys Track	MS Coord
Bryan Wersterfer	Football (DC)	Boys Track	MS Coord
Rey Cardona	Football	Baseball	
Max Cave	Football	Softball	
Tyler Collins	Football	Boys Track	
Brent Gamez	Football	Baseball	
Mario Gonzalez	Football	Girls Track	
Michael Gonzalez	Football	Head Powerlifting	
Stephen Hrcir	Football	Boys Track	
Jose Lopez	Football	Baseball (Co HC)	
Kyle Schmidt	Football	Boys Track	Boys Soccer
	Football		
Ashley Pettus	Head Volleyball		
Kelsey Washington	Volleyball	Girls Track	
Angelica Velazquez	Volleyball	Girls Basketball	
Casey Bryan	Volleyball		
Hannah Fowler	Girls Cross Country	Head Girls Track	
Travis Burnett	Boys Cross Country	Head Boys Basketball	
Daniel Zapata	Boys Basketball	Baseball	
Anthony Slade	Boys Basketball		
Juan Ozuna	Head Girls Basketball		
Stacy Smith	Girls Basketball	MS Girls Track	
Matthew Medley	Girls Basketball	Girls Track	
Mike Brotherton	Head Golf	MS Football	
Randy Lowrance	Head Swimming		
Kimberly Nelson	Swimming		
Sarah Pipkin-Love	Head Girls Soccer		
Megan Boyd	Girls Soccer		
Rosario Lira	Girls Soccer	MS Volleyball	
Stephen Mora	Head Boys Soccer		
	Soccer		
Steve Chapman (Asst AD)	Head Baseball		
Mark Medina	MS Football	Baseball	
Teresa Lentz	Head Softball		
Vianca Pesina	Softball	MS Volleyball	
Lamar Lopez (MS Coord)	Softball	MS Volleyball	
Mark Razzo	Softball	MS Girls Basketball	

Michael Gonzalez	Head Powerlifting		
Allison Robertson	Powerlifting		
Brandi Christensen	Head Tennis		
Rick Nelson	Tennis		
Lauren Dillon	Athletic Trainer		
Hunter Alonzo	Athletic Trainer		

## **CALLEN MS**

NAME	FIRST SPORT	SECOND SPORT	THIRD SPORT
Lamar Lopez (MS Coord)	MS Volleyball		
Rosario Lira	MS Volleyball	HS Girls Soccer	
Vianca Pesina	MS Volleyball	Softball	
Riece Floyd	MS Volleyball	MS Girls Track	
Garrett Murphy	MS Football	MS Boys Basketball	MS Boys Track
Michael Ashburn	MS Football	MS Boys Basketball	MS Boys Track
Mike Brotherton	MS Football	Head Golf	
Charles Starcher	MS Football	MS Boys Basketball	MS Boys Track
Mark Medina	MS Football	Baseball	
Matthew Mendoza	MS Football	MS Basketball	MS Track
Joan Garcia	MS Football	HS Boys Soccer	
Robert Russell	MS Football	Fresh Basketball	
Jenna Treat	MS Cross Country	MS Girls Basketball	
Angelica Velazquez	MS Girls Basketball	HS Volleyball	
Mark Razzo	MS Girls Basketball	Softball	
Sara DeLosSantos	MS Girls Basketball	MS Girls Track	
Kimberly Nelson	MS Swimming		
Stacy Smith	MS Girls Track	HS Girls Basketball	
Megan Cantu	MS Girls Track	HS Girls Basketball	
Marcy Castaneda	MS Tennis		



# CISD Coaches Manual Signature Page

## 2024-2025

Upon review of the Calallen ISD Coaches Manual for 2024-2025, please complete the information below. Sign and return this page to the athletic office.

I have accessed the Calallen ISD Coaches Manual for 2024-2025, and will abide by the guidelines and procedures of the District.

Every coach must read his/her specific U.I.L. Sport Manual regarding his/her sport and be in compliance of rules and rule changes. It is the responsibility of each Head Coach to *abide* by and submit all U.I.L. paperwork regarding his/her sport and to comply with ALL U.I.L. and Calallen ISD guidelines as they pertain to his/her program.

I understand that I can review a hard copy of this document on my Campus or in the Athletic Department.

My signature certifies that I have accessed the Calallen ISD On-line Coaches Manual for 2024-2025.

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(Print Full Name)

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(Signature)

(Date)

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(Campus)

**\*\*It is the responsibility of each coach to submit a signed form to the athletic office by August 9, 2024. \*\***

# ADMINISTRATIVE ORGANIZATION

## ADMINISTRATIVE ORGANIZATION OF ATHLETIC DEPARTMENT

### DIRECTOR OF ATHLETICS

- Responsible for all athletic coaches in the system and their assignments in regard to promotion of the overall program.
- Reports to the Superintendent of Schools.
- Responsible for coordination of athletic programs and supervision of coaching personnel across the school district.
- Authorized to assign coaches under his/her supervision to in-service meetings and other duties relating to the successful operation of the program.

### HEAD COACH OF EACH SPORT

- Responsible for his/her particular sport and the assistant coaches under his/her direction.
- Responsible to report all U.I.L. infractions to the Director of Athletics/Campus Coordinator immediately after infraction occurs. This includes player ejections, coach ejections, playing of an ineligible athlete, etc.
- Reports to the Director of Athletics/Asst AD and Campus Principal.

### BOYS & GIRLS MIDDLE SCHOOL COORDINATOR

- Responsible for coordinating athletic program and the supervision of the personnel involved in coaching in his/her school.
- Reports to Director of Athletics/Asst AD and Campus Principal.

### ASSISTANT COACHES – HIGH SCHOOL AND MIDDLE SCHOOL

- Responsible to Head Coach of his/her particular sport.
- Reports to the Director of Athletics/Asst Ad, Head Coaches, and Campus Principal.

### ATHLETIC TRAINER

- Works with the Head Coach of each sport in the area of athletic training and fitness injury.
- Reports to the Director of Athletics
- Is there a need to add budget responsibilities anywhere under Trainer's?)

# ATHLETIC STAFF RESPONSIBILITIES

## HEAD FOOTBALL COACH/ATHLETIC DIRECTOR

- The coach is responsible for all athletic equipment issued to his sport.
- The coach is responsible for all home football contests and will assist the visiting teams in any way deemed necessary.
- The coach will schedule all games
- The coach will choose and contract all officials.
- The coach will organize all workouts in written form.
- The coach is responsible for the following paperwork: inventories, eligibility forms, lettermen's list, game results, meal requests (playoff games), officials' selection, bus requisitions, out-of-town travel list, program rosters, final game statistics, and payment authorization forms.
- The coach will report all U.I.L. infractions. This includes player ejection, coach ejection, playing of an ineligible player, etc.
- The coach will be responsible for the behavior of all athletes under his guidance.
- The coach will keep an individual record on each football player that will consist of the team's eligibility form, steroid agreement and emergency form.
- The coach will furnish a list of participants to the Campus Principal if any class time is to be missed. All teachers must be informed.
- The coach will stay with the athletes until they have dressed and see that all facilities are securely locked before leaving.
- The coach will attend coaching schools, clinics, and district league meetings where his sport is discussed as budget allows.
- The coach is responsible for his coaching staff and their development in the sport.
- The coach will furnish all program information as needed to his booster club representative – rosters, pictures, etc.
- The coach will aid all players capable of playing at the college level to receive all aid possible.
- The coach will make sure that all reports concerning his sport are in on time to the athletic office and to the UIL.
- The coach will determine the eligibility of all participants in football, complete necessary paperwork.
- The coach will compile and maintain on file a statement of needs – equipment, supplies – along with a complete inventory to ensure the securing of essentials for program operation during the subsequent year.
- The coach will assign football coaches to their specific coaching duties in football.
- The coach is responsible for submitting weekly game reports and end-of-season report to the UIL.

- The coach will provide direction and assistance to high school and middle school football coaches to assure coordination and success at each level.
- The coach will submit a list of names of football players to be scheduled in the athletic period and is responsible for recommending the transfer of football players out of the athletic period.
- The coach makes every effort to attend other sports contests at his campus and the middle schools.
- The coach encourages the football players to participate in other sports.
- The coach is responsible for organizing an off-season athletic program.
- The coach will aid in the organization of the sports banquet.
- The coach will coordinate all technical aspects of football with the middle school and freshman head football coaches.
- The coach is responsible for making sure that each athlete has a completed CISD Athletic Packet on file with the athletic trainers before participation in any practice, both in-season and out-of-season.
- The coach will file team rosters, practice schedules, and game schedules with the athletic trainers and athletic office and notify them of any changes as soon as possible.
- The coach will perform other duties from time to time that may be assigned by the District Admin or Campus Principal.

#### **HEAD BASKETBALL COACH (BOYS & GIRLS)**

- The coach will assist the Campus Admin in the administration of all home contests.
- The coach is responsible for all athletic equipment issue to his/her sport.
- The coach is responsible to report all U.I.L. infractions to the Director of Athletics/Asst AD immediately after the infraction occurs. This includes player ejection, coach ejection, playing an ineligible athlete, etc.
- The coach is responsible for all areas of the physical plant assigned to basketball.
- The coach will choose and contract officials for all high school basketball contests with the assistance of the Director Athletics/Asst AD and will notify officials, etc. in the event of cancellation or schedule conflict.
- The coach will aid and assist all players capable of playing at the college level to receive all aid possible.
- The coach will assign coaches to their specific coaching duties in basketball.
- The coach will attend coaching schools and clinics, as budget allows.
- The coach is responsible for all home basketball games.
- The coach will schedule all high school basketball games with the aid of the Director of Athletics/Asst AD, and Campus Principal.
- Develop a professional development plan for basketball.
- Design offense, defense, and techniques to be used in basketball for Grades 7 – 12.
- The coach will organize all high school workouts on paper.
- The coach will make sure all reports concerning basketball are in on time to the Athletic Office.
- The coach will be responsible for the behavior of all basketball players.

- The coach is responsible for the following paperwork: inventories, eligibility forms, lettermen's list, game results, meal requests (playoff games), official selection, bus requisitions, out-of-town travel lists, program rosters, and final game statistics.
- The coach will administer the basketball tournament if one is to be held.
- The coach will keep an individual folder on each basketball player that will consist of the teams' eligibility form, steroid agreement, and emergency form.
- The coach will stay with athletes until they have dressed and see that all facilities are securely locked before leaving.
- The coach is responsible for the dress, behavior, and conduct of all his/her teams. If team rules, as set by the Head Coach, are violated, the Head Coach will deal with each situation.
- Monitor Booster Club operation and secure athletic department approval of all activities.
- Attend middle school events, primarily as it pertains to your sport.
- All guideline and procedural matters pertaining to your sport at each feeder school must be first routed to the Director of Athletics.
- The coach will determine the eligibility of all basketball participants, completes required eligibility forms, and submits to the Director of Athletics/Asst AD.
- The coach will provide direction and assistance to high school and middle school basketball coaches to assure coordination and success at each level.
- The coach will compile and maintain on file a statement of needs – equipment, supplies, etc. – along with a complete inventory to ensure the securing of the essentials for program operation during the subsequent year.
- The coach is responsible for making sure that each athlete has a completed CISD Athletic Packet on file with the athletic trainers before participation in any practice both in-season and out-of-season.
- The coach will file team rosters, practice schedules, and game schedules with the athletic trainer and Athletic Office and notify them of any changes as soon as possible.
- The coach will perform other duties from time to time that may be assigned by the Director of Athletics/Asst AD and Campus Principal.
- The coach will encourage their players to participate in other sports.

#### **HEAD TRACK/CROSS COUNTRY COACH (BOYS & GIRLS)**

- The coach is responsible for the administration of the entire track program.
- The coach will administer all track meets hosted by his/her high school.
- The coach will be responsible for all equipment issued to the track program.
- The coach will schedule all high school track meets with the aid of the Director of Athletics/Asst AD and Campus Principal.
- The coach is responsible to report all U.I.L. infractions to the Director of Athletics/Asst AD immediately after the infraction occurs. This includes player ejection, coach ejection, playing an ineligible athlete, etc.

- The coach is responsible for the following paperwork: inventories, eligibility forms, lettermen's list, game results, meal requests (championships), bus requisitions, out-of-town travel lists, and final meet statistics.
- The coach will organize all workouts on paper.
- The coach should make an effort to attend middle school track and cross country meets.
- All guideline and procedural matters pertaining to track and cross country at each feeder school, must first be discussed with Director of Athletics/Asst AD.
- The coach will be responsible for the behavior of all track participants.
- The coach will keep an individual folder on each athlete that will consist of the team's eligibility form, steroid agreement, and emergency form.
- Design a 7 – 12 training program for track and cross country.
- Each Head Coach is responsible for the dress, behavior, and conduct of all his/her teams. If team rules – as set by the Head Coach – are violated, the Head Coach will deal with each situation.
- The coach will assign track/cross country coaches to their specific coaching duties.
- The coach will be responsible, along with the Director of Athletics/Asst AD, for the maintenance of all track facilities.
- The coach will furnish a list of participants to the Campus Principal if class time is to be missed. All teachers must be informed.
- The coach will stay with all participants until they have dressed and see that all facilities are securely locked before leaving
- The coach will provide direction and assistance to high school and middle school cross country/track coaches to assure coordination and success at each level.
- The coach will attend coaching school, clinics, and district league meetings when his/her sport is up for discussion, as budget allows.
- The coach will determine the eligibility of all track participants and submit completed eligibility forms to the Director of Athletics/Asst AD in accordance with UIL regulations.
- The coach will compile and maintain on file a statement of needs – equipment, supplies, etc. – along with a complete inventory to ensure the securing of essentials for program operation during the subsequent year.
- The coach is responsible for making sure that each athlete has a completed CISD Athletic Packet on file with the athletic trainers before participation in any practice, both in-season and out-of-season.
- The coach will file team rosters, practice schedules, and game schedules with the athletic trainer and Athletic Office and notify them of any changes as soon as possible.
- The coach will perform other duties from time to time that may be assigned by the Director of Athletics/Asst AD and Campus Principal.
- The coach will encourage their players to participate in other sports.

#### **HEAD BASEBALL & SOFTBALL COACHES**

- The coach is responsible for all athletic equipment issued to his/her sport.

- The coach will assist the Director of Athletics/Asst AD in the maintenance of the plant area assigned to his/her sport.
- The coach is responsible for the participation in the organization of a summer league if desired.
- The coach will provide direction and assistance to high school baseball/softball coaches to assure coordination and success at each level.
- The coach is responsible to report all U.I.L. infractions to the Director of Athletics/Asst AD immediately after the infraction occurs. This includes player ejection, coach ejection, playing an ineligible athlete, etc.
- The coach will assign baseball/softball coaches to their specific coaching duties.
- The coach will schedule all games with the aid of the Director of Athletics/Asst AD and Campus Principal.
- The coach will choose and contract all officials with the assistance of the Director of Athletics/Asst AD and will notify all parties in the event of cancellation or schedule conflict, to include Transportation and Athletic Office.
- The coach will organize all workouts on paper.
- The coach is responsible for the following paperwork: inventories, eligibility forms, lettermen's list, game results, meal requests (playoffs), official selection, bus requisitions, out-of-town travel lists, program rosters, final game statistics, and payment authorization forms.
- The coach will be responsible for the behavior of all athletes under his/her guidance.
- The coach will keep an individual folder on each player that will consist of the teams' eligibility form, steroid agreement and emergency form.
- The coach will furnish a list of participants to the Campus Principal if any class time is to be missed. All teachers must be informed.
- The coach will stay with athletes until they have dressed and see that all facilities are securely locked before leaving.
- The coach will attend coaching school, clinics, and district league meetings where his/her sport is discussed, as budget allows.
- The coach is responsible for all home contests pertaining to his/her sport and will assist the visiting teams in any way deemed necessary.
- The coach will aid all players capable of playing at the college level to receive all aid possible.
- The coach will make sure that all reports concerning his/her sport are in on time to the Director of Athletics/Asst AD.
- The coach will determine the eligibility of all participants, complete required eligibility forms, and submit them to the Director of Athletics/Asst AD.
- The coach will compile and maintain on file a statement of needs – equipment, supplies, etc. – along with a complete inventory to ensure the securing of essentials for program operation during the subsequent year.
- The coach is responsible for making sure that each athlete has a completed CISD Athletic Packet on file with the athletic trainers before participation in any practice, both in-season and out-of-season.

- The coach will file team rosters, practice schedules, and game schedules with the athletic trainer and Athletic Office and notify them of any changes as soon as possible.
- The coach will perform other duties from time to time that may be assigned by the Director of Athletics/Asst AD and Campus Principal.
- The coach will encourage their players to participate in other sports.

#### **HEAD COACHES: VOLLEYBALL, GOLF, TENNIS, SOCCER, AND SWIMMING**

- The coach is responsible for all athletic equipment issued to his/her sport.
- The coach is responsible for all areas and maintenance of the physical plant area assigned to his/her sport.
- The coach will schedule all games, matches, or tournaments with the aid of the Director of Athletics/Asst AD and Campus Principal.
- The coach will choose and contract all officials with the assistance of the Director of Athletics/Asst AD and will notify all parties in the event of cancellation or schedule conflict, to include Transportation and Athletic Office.
- The coach will organize all workouts on paper.
- The coach is responsible to report all U.I.L. infractions to the Director of Athletics/Asst AD immediately after the infraction occurs. This includes player ejection, coach ejection, playing an ineligible athlete, etc.
- The coach is responsible for the following paperwork: inventories, eligibility forms, lettermen's list, game results, meal requests (playoffs), official selection, bus requisitions, out-of-town travel lists, program rosters, final game statistics, and payment authorization forms.
- Attend middle school events in your sport.
- The coach will be responsible for the behavior of all athletes under his/her guidance.
- The coach will keep an individual folder on each athlete that will consist of the teams' eligibility form, steroid agreement, and emergency form.
- The coach will furnish a list of participants to the Campus Principal if any class time is to be missed. All teachers must be informed.
- The coach will stay with athletes until they have dressed and see that all facilities are securely locked before leaving.
- The coach will attend coaching school, clinics, and district league meetings where his/her sport is discussed, as budget allows.
- The coach is responsible for all home contests pertaining to his/her sport and will assist the visiting teams in any way deemed necessary.
- The coach will aid all players capable of playing at the college level to receive all aid possible.
- The coach will make sure that all reports concerning his/her sport are in on time to the Director of Athletics.
- The coach will provide direction and assistance to High School and Middle School coaches to assure coordination and success in each of these sports.
- The coach will administer any local meet, match, or tournament pertaining to their sport.



- The coach will determine the eligibility of all participants, complete required eligibility forms, and submit them to the Director of Athletics/Asst AD
- The coach will compile and maintain, on file, a statement of needs – equipment, supplies, etc. – along with a complete inventory to ensure the securing of essentials for program operation during the subsequent year.
- The coach is responsible for making sure that each athlete has a completed CISD Athletic Packet on file with the athletic trainers before participation in any practice, both in-season and out-of-season.
- The coach will file team rosters, practice schedules, and game schedules with the athletic trainer and Athletic Office and notify them of any changes as soon as possible.
- The coach will perform other duties from time to time that may be assigned by the Director of Athletics/Asst AD and Campus Principal.
- The coach will encourage their players to participate in other sports.

### **ATHLETIC TRAINER**

- The athletic trainer conducts an initial assessment of an athlete's injury or illness and formulates an impression of the injury or illness in order to provide emergency or continued care and refer to a physician for a definitive diagnosis and treatment, if appropriate.
- The athletic trainer administers first aid and emergency care for acute athletic injuries/illnesses.
- The athletic trainer coordinates, plans, and implements a comprehensive rehabilitation program for athletic injuries.
- The athletic trainer plans and implements a comprehensive athletic injury and illness prevention program.
- The athletic trainer provides instruction on subject matter related to athletic training or sports medicine by developing a student athletic trainer program.
- The athletic trainer keeps a written record of all training room activities.
- The athletic trainer keeps on file copy of each athletic packet signed by a parent and physician.
- The athletic trainer is responsible for working with and developing the proper relationship with team physicians, coaches, athletes, and parents.
- The athletic trainer develops the policies and procedures for the athletic training program as follows:
  - a. They are addressed by proper title of "coach", "Mr./Mrs./Ms.", "Doc", etc. by the athlete
  - b. They develop rules and job duties for student trainers and managers.
  - c. They develop rules for use in the training room.
  - d. They limit the number of athletes in the training room at one time.
- The athletic trainer develops as many student trainers and managers, as possible, setting daily, weekly, or monthly work schedule for each.
- The athletic trainer treats injuries of all students in ALL SPORTS with equal enthusiasm.
- The athletic trainer will contact parents/guardians keeping them fully informed of any injuries.

- The athletic trainer will report any playing hazard found on practice or playing areas.
- The athletic trainer will administer treatment on weekends and holidays.
- The athletic trainer compiles a state of needs – equipment, supplies, etc. – along with a complete inventory to ensure the securing of essentials for program operation during the subsequent year.
- The athletic trainer follows the work schedule and reporting policies established by the District for athletic trainers.
- The athletic trainer performs other duties from time to time that may be assigned by the Director of Athletics/Asst AD and Campus Principal.
- The athletic trainer provides training and certification of CPR and First Aid to all coaches of Calallen ISD.
- The athletic trainer will maintain all paperwork relative to U.I.L. requirements for steroid acknowledgement.
- The athletic trainer will maintain all paperwork relative to coaches U.I.L. requirements for RCP Training, Safety Training, First Aid/CPR Training, and Concussion Training.
- The athletic trainer, with the help of coaches from each sport, will maintain all RankOne forms.

#### **BOYS & GIRLS MIDDLE SCHOOL COORDINATOR**

- The coach shall be responsible for developing an athletic program under the leadership of the Director of Athletics and head varsity coach.
- The coach teaches the type of offense, defense, and drills suggested by the high school head coaches.
- Implement philosophies, schemes, strategies, techniques, skills, offenses and defenses as stress by the High School Head Coach.
- The coach is responsible to report all U.I.L. infractions to the Director of Athletics/Asst AD immediately after the infraction occurs. This includes player ejection, coach ejection, playing an ineligible athlete, etc. Any player that receives a technical/yellow card will come out of game at the first opportunity.
- The coach develops and maintains a positive relationship with campus administration.
- The coach implements under the direction of the Director of Athletics/Asst AD, strength and conditioning coach, and high school head coach an off-season training program.
- The coach compiles and maintains on file a statement of needs – equipment, supplies, etc. – along with a complete inventory to ensure the securing of essentials for program operation during the subsequent school year.
- The coach sees that visiting team's needs are supplied.
- The coach is responsible for securing team transportation by completing a bus requisition. The Director of Athletics/Asst AD must approve all athletic trips.
- The coach cooperates with community agencies and the press.
- The coach will file team rosters, practice schedules, and game schedules with the Athletic Office and notify them of any changes as soon as possible.
- The coach plans consistent and continuous efforts to maintain good home-school relations.

- Confirm game officials for all middle school contests.
- Confirm game with opponents for all middle school contests prior to the start of the season.
- The coach works with school-related activities in their efforts to boost the school district's athletic program.
- The coach will organize all workouts on paper.
- The coach promotes the athletic program to participants and helps develop pride and the desire to excel in athletics in the participants.
- The coach encourages athletes to continue participating in athletics in high school and college.
- The coach teaches good physical and mental attitudes.
- The coach sets a good example for all athletes and fellow coaches in manners, attitudes, dress, conduct, and character.
- The coach is responsible for the care of injured players and refers them to the trainer, physician, or hospital.
- The coach attends all in-service meetings held by the Director of Athletics/Asst AD and High School Head Coach.
- The coach is responsible for the proper care and maintenance of all athletic equipment at their school.
- The coach is responsible for the general management (use, care, and maintenance) of all athletic facilities under his/her supervision.
- The coach attends all meeting necessary to implement league rules.
- The coach cooperates with Director of Athletics/Asst AD in securing game officials. The coach calls the association on the day prior to the game to confirm.
- The coach sees that visiting team's needs are supplied.
- The coach assigns, with the aid of the Director of Athletics/Asst AD, all assistant coaches to their jobs and sees that all coaches fulfill their assignments.
- The coach makes sure all reports reach the Director of Athletics/Asst AD on time.
- The coach makes sure that all coaches keep a folder on each athlete including athletic participation release/physical form, eligibility form, rule acknowledgement, emergency form, etc.
- The coach makes known to the opponent, Director of Athletics, Head Coach and Campus Principal all game cancellations as soon as possible.
- The coach makes sure all workouts are organized on paper.
- The coach sees that all coaches at his/her school work all meets and tournaments sponsored by the school district.
- The coach determines the eligibility of all athletes.
- The coach performs other duties from time to time that may be assigned by the Director of Athletics/Asst AD or head coach.
- The coach will encourage their players to participate in other sports.

#### **HIGH SCHOOL & MIDDLE SCHOOL ASSISTANT COACHES**

- Sports to be coached will be assigned by the Director of Athletics/Asst AD of CISD and the head coach.
- Each coach will assist at all athletic events at his/her campus when his/her sport is not in season, if it does not interfere with his/her practice schedule.
- Each coach must confer with the Head Coach & AD/Asst AD before suspending an athlete from the team.
- The coach will organize all workouts on paper.
- Each coach will be responsible for the care of and accounting for all athletic equipment issued to his/her sport.
- All coaches will see that visiting teams' needs are supplied.
- All coaches will assist in the cleaning, inventorying, and storing of all athletic equipment at the end of the year.
- All coaches will be responsible for turning in all reports pertaining to their sport at the time designated by the Head Coach or Director of Athletics/Asst AD.
- The Head Coach & Director of Athletics/Asst AD must be kept informed of any problems that may occur in the school's athletic department.
- All coaches must be prepared to perform any athletic duties assigned by Director of Athletics/Asst AD or Campus Coordinator of your school.
- Each coach will submit bus requisitions to his/her athletic coordinator and then to the Athletic Office for approval no less than fifteen days prior to the need for team travel.
- All coaches will carry emergency forms for each team member to all contests.
- All coaches will encourage their players to participate in other sports.

#### PRACTICE DAY EXPECTATIONS

- Coach will have a written plan for practice.
- Coach will be prepared and make the most of their practice time. Drills/equipment set up beforehand.
- Coach will show the athletes The coach is interested in their progress as individuals and as a team.
- Coach will move and circulate throughout the practice.
- Coach will coach with a positive attitude. In addition, when correcting an athlete, give positive feedback first then make the corrections.
- Coach will dress appropriately for practice. Practice attire will be defined by the Head Coach of each sport. Attire must be of Calallen gear (Not Dallas Cowboys, Texas Longhorns, etc.)
- Coach will keep accurate practice attendance.
- Coach will create a clearly defined warm-up routine for each game. Coach will be involved in the warm-up.

#### GAME DAY EXPECTATIONS

- All coaches will stay until the final game of the evening is completed to assist with other games and supervise those student-athletes that remain in the stands.

- Coach will assist on the bench when their team is not playing.
- Coach will ensure that all student-athletes are supervised at ALL times.
- Coach will not allow student-athletes to be released to go home with anyone but their parent/guardian and then only with the appropriate paperwork on file.
- Coach will be dressed appropriately for game days. Game day attire will be defined by the Head Coach of each sport.

## **MANDATORY TRAININGS**

### **CPR/AED Certification**

All Coaches must maintain a current Red Cross and/or American Heart Certification in Adult CPR/AED. Athletic Trainers and Athletic Director are responsible for verifying each coach has a current certification.

### **Concussion Education Program**

With the implementation of HB2038, all UIL coaches are required to complete two hours of concussion education. The course must be offered through a TEA approved provider and fulfill certain requirements mandated by TEA. Each coach is responsible for turning in their certificate of completion to the Athletic Office. The certification is good for two years. New coaches to the district are required to complete the course or submit a certificate of completion from their previous district.

### **UIL – Coaching Certification Program(CCP)**

All CISD/UIL coaches must complete this program annually. The program consolidates all UIL required trainings into one program. You can register and complete the program online at the Register My Athlete website:

<http://www.registermyathlete.com>

### **Fundamentals of Coaching in Texas Course**

The UIL mandates all coaches new to the profession or new to the State of Texas must complete the Fundamentals of Coaching in Texas Course. This is an online course which is available at:

<http://www.registermyathlete.com>

### **CDL Certification**

All CISD assistant and middle school coaches are required to get bus driver certification. Coaches must contact CISD Transportation Department to receive information on bus certification annual trainings.

### **Football Coaches Only**

Best practices in tackling by Atavus- Coaching school or other sites in the future.

# **PROGRAM PROCEDURES**

## **CALALLEN ISD ATHLETIC DEPARTMENT GENERAL POLICIES & PROCEDURES**

### **Multi-Sport Participation**

All athletes are encouraged to participate in as many sports as their interests and abilities will allow. A student/athlete who decides to quit one sport will be ineligible for participation in another sport until the end of the season for the sport for which the coach has quit, unless the head coaches of both sports mutually agree to the student/athlete's participation.

**\*NO COACH SHALL EVER ATTEMPT TO INFLUENCE AN ATHLETE TO GIVE UP PARTICIPATION IN ONE SPORT IN ORDER TO DEVOTE A GREATER CONCENTRATION TO ANOTHER SPORT!\***

### **Required Forms**

All athletes in the District's athletic programs must have an annual physical examination completed by a physician. The following forms must also be completed and on file with the trainer for high school athletes.

Middle School Coordinators are responsible for all middle school forms. The following are the forms:

- Acknowledgement of Rules
- CISD Athletic Guidelines
- Steroid Agreement
- Extra-Curricular Code of Conduct
- Concussion Acknowledgement Form
- Pre-Participation Physical Evaluation & Medical History
- Sudden Cardiac Awareness Form
- Parent Permission Letter Physical
- Random Drug Testing Form
- Emergency Card

### **Practice**

Practices must adhere to the 8-hour per week rule. In high school, no coach may have skill specific instruction in the practice area before the start of the school day or after the end of the school day until the date the UIL lists as the official date to start practice. No practice sessions shall be conducted on Sundays or Christmas time (5 designated consecutive days). All head coaches are required to submit practice schedules prior to the season and throughout the season.

### **Scheduling**

Head coaches should turn in a complete schedule of competition for each team in each sport as soon as the schedule is completed to the Athletic Office. The Director of Athletics/Asst AD shall **approve** the schedule once received. Schedules will not be approved that do not conform to the provisions of the annual budget, rules, and regulations of the UIL, policies, and administrative regulations of the Calallen Independent School District, and that are not in the best interest of the student participants and the total athletic program.

## Team Selection

The hardest decision a coach at any level has to make is selecting the team. “Cutting the squad” is not easy, nor is it fun. The following are suggestions to assist in the task of selecting the team. Make sure the try-out period is of adequate length (two or three days minimum). Document all phases of the try-out and record each student’s performance. Remember that if an exception is made for one student, in any way, everyone else is entitled to the same consideration. Communicate any problems or potential problems to the Director of Athletics as soon as possible.

When informing an athlete that they have not been selected, do the following:

1. Talk to each student individually (Do not post or hang lists).
2. Tell them their strengths.
3. Tell them their weaknesses.
4. Give them some direction on how to improve (drills, club teams, lessons, church and rec. leagues, etc.)
5. Invite them to try again next season.
6. If possible, place numbers 2-5 in writing.
7. Direct them as to the procedure for changing classes or to become a part of the off-season, if that is an option. Don’t have them sit in the hall or stands during the class period. Take care of the class schedule change by sending schedule change requests to the Campus Admin.

## In-Season Priority

As a basic rule, as far as participation and expectations of the athlete are concerned, the “sport in-season” takes priority over any facility use conflict. **Teamwork** and **mutual** “give and takes” are strongly suggested solutions to a seemingly impossible problem. Remember that placing an athlete in the middle and expecting him/her to solve the problem is **totally** unacceptable to the athletic department philosophy.

## Off-Season Programs

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

Communication between the sending and receiving coach must take place before a student-athlete can change sports.

# **Equipment / Inventory**

The school district will provide the necessary equipment for an athlete to participate in a sport.

It is the responsibility of the head coach of each sport to keep an inventory of his/her equipment. This record shows the equipment on hand at the beginning of the season, the amount purchased, and the ending inventory.

Coaches must prevent loss of equipment by keeping a close check on managers and players to see that all equipment is well cared for. This responsibility is not left to student managers alone. Athletic equipment is not to be given to the players, except by the coaches, and all coaches are expected to take up equipment when they see a student wearing it when not on a school sponsored affair.

It is the responsibility of all coaches to see that the equipment is kept clean and in good repair. Dressing rooms and storage rooms will be orderly and clean at all times. At the close of each season, all clothing will be thoroughly cleaned and properly stored to ensure that it will be in good condition for the next season. Equipment is very expensive, and it will last longer by taking care of the equipment. An itemized list and payment for lost equipment, including name and sport, must be turned in to the Athletic Office.

An inventory in each sport will be submitted to the Director of Athletics at the conclusion of the season.

## **Maintenance**

The head coach will be responsible for the cleanliness of the gym, field house, coaches' office, dressing rooms, and practice fields and apparatus.

## **Laundry Facilities**

All laundry facilities are available to both male and female sports. The decision for use of this facility is up to the discretion of the coach based on the uniform wear and care of that sport.

## **Team Travel Expectations**

The head coach or designee must call Transportation at least one week prior to the event to confirm the next week's arrangements.

Coaches will expect that all athletes dress properly on all trips. Athletes will act like ladies and gentlemen on the bus, in the dressing rooms, during competition, and in restaurants. Coaches will be held accountable for the behavior of their groups.

All athletes must travel with the team. No student may be allowed to drive to the site of a contest. All athletes must travel home with the team unless a parent/guardian completes the "Alternate Student Travel for School Events" form prior to the day of competition.



## Awards & Lettering

Participants must meet the scholastic requirements as set forth by the UIL in order to be eligible to receive a letter award.

Each Head Coach is responsible for establishing and adhering to the criteria by which an athlete may letter. As the demands and expectations of each sport are different, so will the lettering criteria. Basic considerations such as attendance, eligibility, sportsmanship, citizenship, training rules, participation and general attitude will be included in each coach's criteria. It is up to each Head Coach to inform his/her athletes of the guideline criteria prior to the start of his/her specific season.

## Team Rules / Ejections / Training Rules / Grading Procedures

Athletics is not a requirement for graduation and participation is strictly voluntary. Athletics, as a discipline, stresses work ethic, team play, sportsmanship, integrity, and sacrifice. Should the actions of an athlete fail to exhibit these same characteristics, the privilege of participating in athletics may be forfeited.

All coaches must be willing to work within the guidelines of the Athletic Department to help any athlete should he/she lose direction. It is our intention to help our athletes stay on course and succeed. However, when an athlete purposely or continuously violates guidelines; then, it is up to the Head Coach to address the situation.

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

1. **The use of an illegal drug or alcoholic beverage.** The Extra-Curricular Code of Conduct will be followed when this rule is violated. Head Coach should contact the Director of Athletics to determine course of action.
2. **Athlete ejection from a UIL contest.** If an athlete is ejected or suspended from a contest by an official or coach, it is the Head Coach's responsibility to notify the Director of Athletics as soon as possible, per UIL rules.
3. **Coach ejection from a UIL contest.** If a coach is ejected or suspended from a contest by an official, it is the Coach's responsibility to notify the Director of Athletics as soon as possible per UIL rules.
4. **Any violation of the Extra-Curricular Code of Conduct must be reported.**

## Faculty Relations

All coaches should maintain a good, positive relationship with other members of the campus faculty and staff, supporting them in matters of student discipline, grades, and any other areas of concern with athletes. Teacher/coaches cannot expect to gain the respect and cooperation from other teachers unless a sincere interest is shown in their area of instruction and are willing to help them on occasion.

It is the coach's responsibility to prevent discipline and academic problems. Stress good citizenship to all athletes and communicate with teachers continually. Coaches will encourage athletes to attend tutorials and develop a positive relationship with their classroom teachers. The coach will check student athletes' grades at least every three weeks. Do not wait until an athlete is in a hopeless academic position and then expect the teacher to "pull him/her through". Always maintain the highest level of professional conversation when discussing a student/athlete with a teacher. At all times teacher/coaches will be cooperative and seek help when appropriate in respective teaching field. Coaches must be good teachers and will attend all meetings which involve respective academic departments.

## Coaching Assignments

The Director of Athletics and Head Coaches will determine assignment of each coach. Promotions, will usually be attained, through hard work, tenure, knowledge, and need. Teaching fields can play a big part in moving from a middle school to a high school. The more teaching fields a coach has, the better chances there are for advancing.

## Professional Code of Conduct

All coaches are reminded of the expectation of conducting themselves in the highest professional manner of student supervision, student interaction, dress, and behavior. Coaches are role models and should maintain that responsibility at the highest level possible.

Profanity has no place in athletics. It probably has caused more problems than any one item. Take definite action to stop its use if it is a problem.

Coaches will neither criticize, nor allow another player to criticize other players, coaches, or officials. Be extremely careful of comments concerning other schools. All of us recognize a person's right to his or her own opinion; but these opinions, if expressed without regard as to who is present, may be misinterpreted and cause problems.

Each coach is a representative of the school district athletic department. It is the personal responsibility of a coach to maintain good relations with the faculty, parents, and general public, as well as, create a favorable picture of the athletic program. The coach will maintain a close relationship with parents and should never hesitate to confer with them on subjects that involve their child. The use of abusive language or actions – in practice, games, or elsewhere dealing with athletes – is never acceptable.

Coaches are expected to dress appropriately and maintain a professional appearance for the occasion, whether it is in the classroom or on the athletic field. Male coaches will be well groomed. Female coaches will dress appropriately.

All coaches are expected to exercise tight control over their emotions and actions during practice and in public.

The coach is responsible for reporting any coach or player ejection from a contest to the Director of Athletics immediately following completion of the contest.

The coach should call and submit a statement of what occurred in writing the next day.

## Publicity & Promotion

### News Releases

The head coach of each sport will be the one to release all information regarding his/her respective team and its opponents. Every effort should be made to cooperate with the news media. Some sub-varsity coaches may have to call the news media and report detailed information about the game or meet.

### Social Media

All CISD coaches are expected to maintain a high level of professionalism in regard to social media.

## Booster Clubs

Athletic Booster Clubs are under the supervision of the Director of Athletics and the Campus Principal. Booster clubs must operate within the policies and procedures as set for the by UIL. Head Coaches will be held responsible for UIL / CISD compliance.

## Procedures for Enrolling New Students

- Student must have a completed physical/athletic packet on file with the campus Athletic Trainer **BEFORE** they can participate in any kind of physical activity.
- Coach must verify eligibility using current transcript.
- Coach must process PAPF through UIL Portal.
- Contact coach at previous school to verify validity of transfer.
- If Varsity-level athlete, make sure the coach is added to the UIL eligibility form.
- Verify student enrollment form is completed and on file.
- CISD Athletic Guidelines

## Lines of Communication

All Athletic Department Staff are to follow their appropriate lines of communication when dealing with any and all athletic department business and issues. Any deviation from this process will be accounted for in the

annual evaluation process. This is to ensure that all athletic department business can be conducted efficiently, and the appropriate department or administrator can respond according to CISD and Athletic Department policies. **All CISD staff will contact the Department of Athletics on ALL issues. Coaches may not contact the University Interscholastic League.**

## Facility Usage

To obtain usage of any CISD facility for any practice or work out above and beyond UIL practice and competition, needs approval from the Director of Athletics/Asst AD.

## Athletic Staff

All coaches must be hired as a CISD coach. Student teachers will be approved on a case-by-case basis by CISD Admin only.

Volunteers: All volunteers must be pre-approved and must submit paperwork for background check.

Camp Workers: All camp workers (including students) must submit paperwork for background check.

## Practice/ Pregame Music

Any and all practice and or pregame music must be preapproved by the Head Coach of the sport. Vulgar language, Racial slurs, Sexual innuendos are unacceptable forms of music and will not be allowed. Any violation of this rule will result in the loss of music privileges during practice and or pregame.

## Practice Previous Athletic Participation Form

### (Eligibility Questionnaire for New Student Athletes in Grades 9 – 12)

The questions below will assist the UIL/school administrators in making decisions in reference to the Varsity Athletic Parent Residence Rule, Changing Schools for Athletics Purposes, Age Rule, Four-Year Rule, Foreign Exchange, Full-Time Student Rule, and Amateur Athletic Status.

Question 1: determines whether or not the student needs to complete page 2 of the Previous Athletic Participation Form.

**\*\*Question 2**: a 'yes' answer will require further investigation to determine the student's first opportunity to enroll or subsequent transfer back to the students' home attendance zone school.

### **Varsity Athletic Parent Residence Rule**

Question 3: a check mark in the box for 'guardian' or 'foster parents' means a waiver of the residence rule is more than likely required for varsity athletic participation. Based on the answers above, contact the UIL office to discuss prior to allowing the student to participate at the varsity level in athletics.

Question 4: a check mark in the box for 'married – living apart' or 'married and the student is living with one parent' means a waiver of the residence rule is likely required for varsity athletic participation.

Question 5: a 'yes' answer means a waiver of the residence rule may be required for varsity athletic participation, if the student has NOT been continuously enrolled at that school for the previous calendar year.

Questions 6, 7, 8, & 9: a 'yes' answer to any or all of these questions needs to be investigated by the school to find out the circumstances and how they might or might not impact varsity athletic eligibility.

**RESIDENCE IN SCHOOL DISTRICT AND ATTENDANCE ZONE.** This section applies to the first calendar year of attendance in grades 9-12. Parent(s) in the context of this rule means parents or adoptive parents who adopted the student prior to the student's first entry in the ninth grade.

**PRESUMPTION OF RESIDENCE OF STUDENT, PARENT(S), SPOUSE.** The residence of a single, divorced or widowed student is presumed to be that of the parents of the student. The residence of a married student is presumed to be that of his or her spouse.

**GUARDIAN OF PERSON.** If a student's parents are alive but a guardian of his or her person was appointed by appropriate authority and recorded in the county clerk's office more than one year ago, the residence of the student is presumed to be that of the guardian if the student has continuously resided with the guardian for a calendar year or more. If no legal guardianship has been taken out, three years' residence with and support of a contestant establishes guardianship within the meaning of this rule. (Power of Attorney is NOT a recognized document for participation in varsity athletic contest).

**GUARDIAN.** If a student's parents are dead and a guardian of his or her person has been appointed by appropriate authority, the residence of the student is presumed to be that of the guardian.

**RELATIVE; SUPPORTER.** If a student's parents are dead and a guardianship of his or her person has not been appointed, the residence of the student is presumed to be that of the grandparent, aunt, uncle, adult brother or sister or another person with whom the student is living and by whom the student is supported.

**CUSTODIAL.** The residence of a student assigned by appropriate authority to a foster home or a home licensed by the state as a childcare boarding facility, or placed in a home by the Texas Youth Commission, is presumed to be at the home. If a student's parent(s) move the student to a foster home in another school district, the student is not eligible, but may apply for a waiver.

**DIVORCED PARENTS.** The residence of a student whose parents are divorced is presumed to be that of either parent.

**SEPERATED PARENTS.**

1. If a student's parents separate (and are not divorced), and if one parent remains in the attendance zone where the student has been attending school, the student's residence is presumed to be that of the parent who did not move.
2. If a student transfers to a new school with a separated (but not divorced) parent, the student is ineligible for one calendar year, but may apply for a waiver.

**Full Time Student**

Question 10- a 'yes' answer means the student is in violation of the full-time student rule and would be ineligible to participate at any level.

**Age Rule and Four-Year Rule**

Question 11- a 'yes' answer means the student is in violation of the Four-Year Rule and not eligible for varsity participation. Contact the UIL office to inquire on the process for applying for a waiver of the Four-Year Rule.

Question 12- a 'yes' answer to this question need to be investigated. UIL rule prohibit students from repeating grades for athletic purposes.

Question 13- a 'yes' answer means the student is in violation of the Age Rule and not eligible for varsity athletic participation. Contact the UIL office to see if the student could qualify for a waiver of the Age Rule.

**Foreign Exchange Waiver**

Question 14- Foreign exchange students are not eligible for varsity athletics without a waiver. Contact the UIL office for details.

**Amateur Athletic Status**

Question 15- a 'yes' means the student is in violation of the amateur rule and would be ineligible to participate.

### **Assist in Determining if Student Moved for Athletic Purpose**

Questions 16, 17, & 18- Any 'yes' answer should be thoroughly in question to participate at the varsity level in athletics.

- The date of withdrawal from previous school and date of enrollment in new school is necessary in determining if the student has been continuously enrolled for one calendar if the answer to question 2 is 'yes'.
- Signature on the questionnaire certifies all required annual student forms and the information provided by the parent or student is true and correct.
- If the student attended a Magnet, Charter, or Open/Choice enrollment school it will require further investigation to determine the student's fir opportunity to enroll or a subsequent transfer back to the student's home attendance zone school.

If the student is **NOT** living with parents at the new school, it is more than likely a waiver of the parent residence is required for varsity athletic participation. Contact the Athletic Office.

### **Section I- Eligibility Certification**

- If the former address of parent/guardian is the same as the current address, a letter of explanation is REQUIRED to explain the change in schools with no change in address.
- If the status of the previous residence is 'vacant' or 'still own', further investigation is needed
- Parent/Guardian signature is required, and if witnessed by the new school administrator, notarization is not required.

### **Section II-New School Certification**

- The new school superintendent or designated administrator signature signifies to his/her knowledge the student is not changing schools for athletic purposes.

### **Section III**

- Questions 1-6 will help determine if the student is changing schools for athletic purposes.
- If any of questions 1-6 is answered 'yes' a District Executive Committee hearing is required.
- If a hearing is required, testimony from the previous school, the student/parent and new school cam be given to assist in determining eligibility. Please document the date of the hearing in this Section.
- If questions 3, 4 or 5 are answered 'yes' an attachment of explanation from the previous school is required to the District Executive Committee.
- This section required two signatures (former superintendent or designated administrator and former principal or coach).
- A Student is ineligible for varsity competition until the District Executive Chair has signed the Previous Athletic Participation form.

### **Section IV-District Executive Committee Approval**

- Check the level of approval for competition. If approved for 'Varsity' level in one sport, the student is approved for 'Varsity' level for all sports.
- Check and sign the level of approval for sub-varsity if the student does not meet varsity eligibility requirements.
- Complete the District Executive Chairman's school, conference and district.
- A signature of the District Executive Committee Chairman is required before the student is eligible for Varsity competition, if the level of approval is 'Varsity'.
- The District Executive Committee Chairman sends one copy to the student's current school and the other copy (with supporting documentation) to the University Interscholastic League.

**Complete P.A.P. Form-** Once complete, the head coach should turn in to Director of Athletics/Asst AD.

# HEAD COACHES/ COORDINATOR INFORMATION

## HEAD COACHES DUES DATES

SPORT	PRE-SEASON CHECKLIST	POST-SEASON CHECKLIST	EVALUATION
Football	8/16/24	12/20/24	March
Volleyball	8/16/24	11/29/24	March
Cross Country	8/16/24	11/29/24	May
Team Tennis	8/23/24	11/29/24	May
Golf	8/23/24	5/23/25	May
Trainers	8/16/24	5/23/25	May
Girls Basketball	10/18/24	3/7/25	March
Boys Basketball	10/18/24	3/7/25	March
Swimming	8/23/24	3/7/25	March
Soccer	11/15/24	4/18/25	April
Powerlifting	12/13/24	4/18/25	April
Baseball	1/17/24	5/23/25	May
Softball	1/17/24	5/23/25	May
Track	1/17/25	5/23/25	May
Spring Tennis	1/17/25	5/23/25	May

# **PARENT MEETINGS**

## **Pre-Season**

Every sport is required to conduct a pre-season parent meeting. This meeting will be held before the start of that respective sport's first contest. The Athletic Office must be informed of the parent meeting, and then the facility must be cleared through the Director of Athletics. The purpose of your parent meeting is to address the following:

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

One or both parents of all your athletes should be present at the pre-season parent meeting. Provide sign-in sheets requesting: Name, Address, Phone Numbers, E-mail Address, and Athlete's Name.

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

It is up to the Head Coach to contact all parents and let them know time, date, and place of meeting, via an email or letter home to the parents. Make sure you contact your Campus Principal about when and where your meeting will be held.



# UIL PRE/POST SEASON CHECK OFF

## Pre-Season High School

### CISD Head Coaches Pre-Season Checklist 2024-2025

The following is a checklist of duties and responsibilities that are to be completed by the head coach of each sport before the first contest of the season.

CHECK HERE	INFORMATION NEEDED
	All PAPF forms have been properly completed and sent to the Athletic Office
	All UIL Eligibility forms have been completed (TYPED) and signed by Head Coach
	All athletes have been entered into Rank One and are cleared for participation
	UIL Foreign Exchange paperwork completed (if applicable) and submitted Athletic Office
	All schedules and rosters uploaded to Rank One
	All Transportation requests submitted
	Team Picture date scheduled: _____
	Team Parent Meeting date scheduled: _____
	List & Confirmation of all home officials
	Copy of Parent Info and Team Handbook approved by AD before publication
	Coach assigned to update Rank One with scores, scheduling, & roster changes Coach Assigned: _____
	List of all new student athletes to Campus in your program
	Overnight Trip Forms / Meal Money submitted to Athletic Office (if applicable)
	Fund Raiser for Activity Accounts submitted
	I have read and understand the CISD Athletic Manual and all appropriate UIL Sports/Eligibility Manuals
	All staff members have completed their online UIL CCP training

## Post Season High School

# CISD Head Coaches Post Season Checklist 2024-2025

The following is a checklist of duties and responsibilities that are to be completed by the head coach of each sport within two weeks of the end of his/her sport.

All Head Coaches are required to turn in this form plus information listed below in the checklist.

This report will cover all phases of your program and our team's 9<sup>th</sup>- Varsity.

CHECK HERE	INFORMATION NEEDED
	Title Page: High School / Head Coach & Staff / Teams reporting on
	Copy of all schedules. Be prepared to discuss next year's athletic scheduling at your evaluation
	All results and records of all teams printed and posted on rank one
	Complete All-District / All-Region / All-State / Academic Awards Lists / Coach Honors
	Complete player rosters (list grade level) for each team listed with coach of record
	Breakdown of total number of participants by grade level
	List of Off-Season expectations and plan
	Projected varsity strengths and weaknesses for next season
	Complete Equipment Inventory (Equipment and Clothing)
	Recommendations for improving your program
	Record Board Updated

## Athletic Trainer

# Athletic Trainer Checklist

## 2024-2025

CHECK HERE	INFORMATION NEEDED
	Two weeks prior to the start of each sport's season, submit a coverage calendar of games.
	Roster of Trainers with sport assignment
	Copy of Handbook given to students and parents
	Athlete Information Sheet
	Directions to all out of town games for trainer parents
	Friday prior to the following week, submit a practice/during school day coverage for tracking purposes
	Copy of season injury report by sport
	Turn in participation record
	Turn in inventory form and budget request form
	End of Semester evaluation to the Director of Athletics
	I have read the Athletic Policy Handbook and understand that I am responsible to operate according to these policies and guidelines

## Middle School

# Middle School Pre-Season Checklist

## Boys & Girls Coordinators

### 2024-2025

CHECK HERE	INFORMATION NEEDED
	Two weeks prior to the start of each sport's season, a schedule of games with dates, time, and location should be updated in Rank One.
	A copy of directions to all out of town games for parents and athletes will be made available.
	Ensure each coach has collected athlete participation/release, emergency information, and physical forms.
	Secure workers and/or game set-up for each athletic event (Volleyball, Basketball, and Track).
	Confirm all home games officials prior to contest.
	Confirm that transportation requests have been completed for each sport 2 weeks prior to season starting.
	Ensure that roster of teams (7th & 8th – each sport) has been entered in Rank One at the beginning of each season. (Football, Volleyball, Basketball, Tennis, and Track)
	All Rank One required information is to be kept current and updated.

# Middle School Post Season Checklist

## Boys & Girls Coordinators

### 2024-2025

CHECK HERE	INFORMATION NEEDED
	At the conclusion of each season, participation records per grade of each sport, are updated in Rank One.
	Complete inventory for each sport.
	Equipment requests turned in for each sport and submitted to Director of Athletics.
	End of Year Evaluation by Athletic Coordinator

# ELIGIBILITY FOR UIL PARTICIPANTS

## First Six Weeks

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

- Students in grades 9<sup>th</sup> and below must have been “**PROMOTED**” from the previous grade prior to the beginning of the current school year.
- Students in second year of high school must have earned (5) credits towards state graduation requirements.
- Students in third year of high school must have earned (10) credits towards state graduation requirements or earned (5) credits toward graduation in the last 12 months.
- Students in fourth year of high school must have earned (15) credits towards state graduation requirements or earned (5) credits toward graduation in the last 12 months.

## Dropping a Course with a Failing Grade

A student may not drop a class in which the athlete has a grade below 70 after the end of the first four school weeks of class, without it being considered, a failing grade for eligibility purposes.

## Eligibility

- A student in grades 9-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if:
- Beginning the 9<sup>th</sup> grade - student has been “**PROMOTED**” from the 8<sup>th</sup> grade.
- Beginning the 10<sup>th</sup> grade - has earned (5) credits towards state graduation.
- Beginning the 11<sup>th</sup> grade - has earned (10) credits **OR** has earned (5) credits in the last twelve months.
- Beginning the 12<sup>th</sup> grade - has earned (15) credits **OR** has earned (5) credits in the last twelve months.

(The above eligibility criteria apply only to the following sports: Football, Volleyball, Team Tennis, Golf and Cross Country)

In order to be eligible to participate in an extracurricular activity for a three-week period following the first six weeks’ period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks. A student whose nine-week grade average, in any course, is lower than 70 at the end of any 9 weeks’ period shall be suspended from participation in any interscholastic activity during the succeeding three weeks’ periods. If, at the end of the three weeks period, the student is passing all classes,

that student will become eligible 7 days after the grade was officially earned for the remainder of the current 9 weeks. Validation of the 3 weeks grade is made with the principal viewer grade report through the Campus Coordinator or Campus Principal.

- Students may practice with their respective teams while they are on academic suspension.
- Students may also participate in pre-season scrimmages while on academic suspension.
- At the end of any 3-week ineligibility period in which a student has attained a course grade average of at least 70 in each course taken, any suspension from participation shall be removed after the 7-day grace period.
- Extracurricular activities shall be limited from the beginning of the school week through the end of the school week to no more than one contest or performance per activity. Practice outside the school day shall also be limited to a maximum of eight hours per school week per activity.
- Students who also assist the coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
- A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for that grading period in a designated amount of time.
- A student who fails a course becomes ineligible seven days after the last day of the nine-week period.

## 2024 – 2025 TEA/UIL ELIGIBILITY CALENDAR CALLEN INDEPENDENT SCHOOL DISTRICT

### FALL SEMESTER - 2024

**August 29, 2024**

Check grades at three-week evaluation period. Progress Report # 1

**September 20, 2024**

**End of First Six Weeks-** “All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period, whether it is six, nine, or twelve weeks in length.” Check grades at three-week evaluation period. ***Progress Report # 2***

**September 27, 2024**

End of Grace Period.(Can REGAIN or LOSE eligibility)  
a. Student/athlete that was “**PLACED**” and is passing at the first six-week evaluation period regains eligibility **at the end of the school day**  
b. Student/athlete failing at the end of the first six weeks becomes ineligible **at end of school day** (seven calendar days).

**October 11, 2024**

**End of First Nine Weeks.** All work that counts toward Eligibility must be within grading period.

<b>October 18, 2024</b>	End of Grace Period.(Can REGAIN or LOSE eligibility) a. Student/athlete passing at first nine- week evaluation period <u>regains</u> eligibility <b><u>at the end of the school day</u></b> (seven calendar days). b. Student/athlete failing at the end of the first nine weeks becomes <u>ineligible</u> <b><u>at end of school day</u></b> (seven calendar days).
<b>November 4, 2024</b>	Check grades at the three-weeks evaluation period. <b><i>Progress Report # 3</i></b>
<b>November 11, 2024</b>	End of Grace Period (Can only REGAIN eligibility) Ineligible student/athlete passing at the end of the three-week <u>regains</u> academically eligible <u>at end of school day</u> (seven calendar days).
<b>November 22, 2024</b>	Check grades at three-week evaluation period. <b><i>Progress Report #4</i></b>  <b><i>All students are academically eligible during a school holiday of a full calendar week or more from November 22(after school) – December 2.</i></b>
<b>December 10, 2024</b>	End of Grace Period. (Can only REGAIN eligibility) Student/athlete passing at first nine- week evaluation period regains eligibility <b><u>at the end of the school day</u></b> (seven calendar days).
<b>December 20, 2024</b>	<b>End of Second Nine Week Grading Period</b> <b><i>All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, All students are academically eligible until classes resume in January.</i></b>

**In order to regain eligibility at the end of the grace period, students must be passing ALL SUBJECTS not just the subject failed.**

## **SPRING SEMESTER - 2025**

<b>January 23, 2025</b>	a. Ineligible student/athlete passing at the end of the end of second nine-week becomes academically eligible <b><u>at end of school day</u></b> (seven calendar days). b. Student/athlete failing at the end of the end of the second nine-week becomes ineligible <b><u>at the end of school day</u></b> (seven calendar days).  <b><i>All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the</i></b>
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***Livestock Show Week/holidays (Jan. 10 @ 4 pm – Jan. 20), all students are academically eligible until classes resume.***

<b>January 31, 2025</b>	Check grades at three - week evaluation period. <b><i>Progress Report # 5</i></b>
<b>February 7, 2025</b>	End of Grace Period. (Can Only REGAIN eligibility)  Student/athlete passing three-evaluation period regains eligibility <b>at the end of the day</b> (seven calendar days).
<b>February 21, 2025</b>	Check grades at three-week evaluation period. <b><i>Progress Report # 6</i></b>
<b>February 28, 2025</b>	End of Grace Period. (Can only REGAIN eligibility) Student/athlete passing three-evaluation period regains eligibility <b>at the end of day</b> (seven calendar days).
<b>March 7, 2025</b>	End of Third Nine Week Period/Check grades
<b>March 7, 2025</b>	<b><i>All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the Spring Break holidays, all students are academically eligible until classes resume.</i></b>
<b>March 24, 2025</b>	a. Ineligible student/athlete passing at the end of the Third Nine Week Grade Period becomes academically eligible <b>at end of school day</b> (seven calendar days). b. Student/athlete failing at the end of the Third Nine Week Grade Period becomes ineligible <b>at the end of school day</b> (seven calendar days).
<b>April 4, 2025</b>	Check grades at three-week evaluation period. <b><i>Progress Report # 7</i></b>
<b>April 11, 2025</b>	End of Grace Period. (Can only REGAIN eligibility) Student/athlete passing at three-week evaluation period regains eligibility <b>at the end of the school day</b> (seven calendar days).
<b>April 25, 2025</b>	Check grades at three-week evaluation period. <b><i>Progress Report # 8</i></b>
<b>May 2, 2025</b>	End of Grace Period. (Can only REGAIN eligibility) Student/athlete passing at three-week evaluation period regains eligibility <b>at the end of the school day</b> (seven calendar days).
<b>May 28, 2025</b>	End of Fourth Nine-Week Grading Period

*(All students/athletes eligible during summer vacation beginning on May 28 at the end of the school day).*

## **UIL EJECTION POLICY**

### **Coach Ejections:**

Section 1208 (i): MINIMUM PENALTY FOR MISCONDUCT

(1) **Automatic Minimum Penalty.** Any coach who is ejected from a contest for unsportsmanlike conduct, or any football coach who is given two or more 15-yard unsportsmanlike penalties during a contest may accept an automatic penalty for their ejection or appeal the ejection. A coach who appeals their ejection is required to appear before the State Executive Committee. If the coach accepts their automatic penalty or their ejection is not overturned on appeal, the coach will be subject to:

(A) an automatic penalty of public reprimand (name will be published once in the Leaguer) and one year's probation in the applicable sport;

(B) completing the National Federation of State High School Associations Fundamentals of Coaching Course; and

(C) completing the National Federation of State High School Associations Teaching and Modeling Behavior Course.

(2) **Automatic Greater Penalty.** If a coach so penalized has no proof of having completed the UIL Coaches Certification Program prior to the sports season, that coach shall also be automatically suspended from the next game/contest.

(3) **Subsequent Violations.** Any further ejection or accumulation of two 15-yard unsportsmanlike penalties during a football game while on probation, will require the coach to appear before the State Executive Committee for consideration of penalty.

(4) **Notification.** Schools shall notify the UIL within three school days if a coach has been ejected from a game or received two 15-yard unsportsmanlike penalties.

### **Player Ejections:**

Player Ejection – Section 1208 (i) (5):

(5) **Player Ejection.** Any player ejected from a contest is subject to an automatic penalty. The automatic penalty for such an ejection is as follows:

(A) **Football.** Ejected player misses the rest of the game in which they were ejected plus the first half of the following game. *(Exception: Disqualification/ejection as a result of a targeting foul does not require the player to miss the first half of the following game.)*

(B) **Other Team Sports.** Ejected player misses the rest of the game in which they were ejected plus all of the following game. Soccer exception. This Section does not alter the current point penalty structure for soccer player ejections, as required by National Federation of State High School Associations soccer playing rules, that is outlined in the soccer coaches' manual.

(C) **Appeals.** The UIL Executive Director may develop a process for appealing student ejections.

*\*Player ejections cannot be overturned by a game official and/or chapter. If a coach has a question following a contest with a player ejection, the coach should contact UIL.*

## **UIL SIDELINE/BENCH PROTOCOL GUIDANCE**

The head coach is responsible for the personal conduct and behavior of all team members and bench/sideline personnel. Coaches should communicate to athletes that it is how we respond or deal with success, failure, and adversity that will define us as a person or student-athlete. During times of crisis, we all sink to the level of our training, so how are we training our student-athletes to act daily and in times of crisis? We need to have a plan, and it's important to practice that plan. Without practice, the plan will not be implemented, similar to an offense, defense, etc.

- It is a great idea to include responding to crisis situations in practice plans randomly on a regular basis. Gameday walkthrough may be the perfect time.
- It must be clearly understood that failure to respond appropriately and immediately to a crisis such as a fight could result in consequences.
- Consequences should be clearly outlined for athletes so they fully understand the expectations.

## **IN THE EVENT THAT A FIGHT BREAKS OUT**

### **Instructions For Players**

#### **1. IF YOU ARE ON THE FIELD/COURT WHEN A FIGHT BREAKS OUT:**

- If the fight is nowhere near you, head to our sideline as quickly as you can.
- If you happen to be right next to where one of our teammates is fighting, within a few feet of him/her, whether the coach is the one throwing punches or getting punched, get him/her **OUT OF THE FIGHT**. A good way to do this is to **simply grab them and pull them away in the opposite direction**. There will probably be a few teammates near you; the ones not fighting need to get the one fighting to stop fighting by **removing him/her from the situation**.
  - Get to our sideline as soon as you can.
  - **DO NOT TOUCH ANY OPPONENT to get your teammate out of there.**
  - **ONLY TOUCH YOUR TEAMMATE!**
  - **DO NOT TALK TO ANY OPPONENT.**
  - **DO NOT LOOK AT ANY OPPONENT.**
  - **IGNORE YOUR OPPONENT!**

#### **2. IF YOU ARE ON THE SIDELINES WHEN A FIGHT BREAKS OUT: (players, managers, others)**

- **DO NOT LEAVE THE SIDELINES!**
- Stay seated on the bench or for field sports, go to designated area by your coaches.

### **Instructions For Coaching Staff and Game Management**

1. **THE ONLY COACHES TO LEAVE THE SIDELINES AND ENTER THE COURT/FIELD SHOULD BE THE HEAD COACH AND SPECIFIC ASSISTANTS ASSIGNED FOR FLOOR/FIELD CONTROL.** The Head Coach and designated assistants will get to the site of the fight as soon as possible to remove our players from the situation.
  - **DO NOT TOUCH ANY OPPONENT** to get your players out of there.
  - **ONLY TOUCH YOUR PLAYERS!**
  - **DO NOT TALK TO ANY OPPONENT.**
  - **DO NOT LOOK AT ANY OPPONENT.**
  - **IGNORE YOUR OPPONENT!**
2. **ALL OTHER COACHES AND ALL GAME MANAGEMENT PERSONNEL MANAGE THE SIDELINE/BENCH**
  - All coaches, managers, trainer, etc. need to get themselves between the bench/sideline and the court/field as soon as possible to keep players from leaving the bench/sidelines. Position your EYES on OUR sidelines, not the fight.
  - Direct our players to sit on the bench or move to a designated area on the sideline as soon as possible.
  - Have all the players to sit on the bench or take a knee.
  - Instruct all players to stay right where they are, on the bench or knee. Ensure that nobody leaves.
  - Only the Head Coach or a designated assistant can dismiss the kids from the bench or designated location. Remain with the players until that happens.
3. **IF A TEAM ONLY HAS ONE COACH, FOR EXAMPLE IN A SUBVARSITY GAME, IT IS EVEN MORE CRITICAL TO PRACTICE THE RESPONSE**
  - The coach should initially enter the coaching box and turn to face the bench/sideline and ensure that no bench personnel leave the bench area.
  - Once the bench/sideline is secure, the coach may enter the field/court to assist by removing his/her players from the playing area.
  - A player on the bench/sideline should be designated to be responsible for keeping teammates on the bench or sideline.

### **NFHS BASKETBALL RULES REMINDER**

It is important to have an understanding of NFHS Rules in regards to altercations:

NFHS Rule 10-5-5 Exception (1) The head coach may enter the court to defuse a situation where a fight may break out or has broken out to prevent it from escalating. (2) Assistant coaches are allowed to come onto the playing floor to help break up a fight.

Bench personnel, **except the head coach and any number of assistant coaches**, leaving bench area during a fight or when a fight may break out, that **Do NOT** participate in the fight, will be assessed flagrant fouls, and disqualified. The head coach is assessed a maximum of one indirect technical foul (regardless of the number leaving the bench). Bench personnel, leaving the bench area during a fight or when a fight may break out, that participate in the fight, will be assessed flagrant fouls, and disqualified. **The head coach is assessed one indirect technical foul for each bench personnel participating in the fight.**

# **BUSINESS & ACCOUNTING PROCEDURES**

Each Head Coach is responsible for the purchasing of equipment and supplies needed for his/her sport. Before any ordering is done for your sport, you must check with the Athletic Department Secretary to cover any question you may have and any current changes to the process.

## **Purchase Orders**

Steps for placing an order:

1. Check to see if vendor is active in our system. If vendor is not active, there is a new vendor application packet that must be submitted through the business office.

All purchase orders must be submitted through the athletic office for approval.

Notes on completing the Request for Purchase Order

- Call the vendor and have them email you a quote including discount and shipping. This is always the best way to ensure your PO request is for the correct amount. (Send in a copy of the quote with your request).
- All requisition worksheets should be sent to Athletic Secretary
- Fill in all spaces where appropriate – the more information the better.
- Include shipping if necessary (remember most vendors charge shipping). If you are not sure, call them.
- Submit your requisitions to Athletic Office for approval.
- After purchase has been approved, the requisition will be processed. It usually takes about 3 days for the purchase order to be printed and sent to vendor.
- 

## **Purchases Through Activity Funds: (Must complete required form)**

- Each sport has a designated Student Activity Fund in Fund 876
- Decisions about the expenditure of these funds are made by the students of the group with the assistance of a district sponsor
- Student organization meeting minutes documenting the purchase or Student Club Officer signature are required to be submitted with all requests
- More information and forms available online here: <https://www.calallen.org/Page/8082>

## **Contracts**

- **Per Board Policy, only 2 positions in the District can sign contracts and/or legally bind the district: Superintendent and Assistant Superintendent of Finance & Operations. Do not sign contracts, or any other type of commitments, on behalf of the district.** Forward to the Superintendent and Assistant Superintendent for review and signature.

Remember - - - All purchases paid with District funds, from any account (budget or activity) shall be made on a District purchase order. Persons making unauthorized purchases from unauthorized vendors shall assume full responsibility for all such debts made.

#### Miscellaneous Notes:

- With certain exceptions all orders should be delivered to the CISD Athletic Office for check in.
  - Vendors will not release orders without a purchase order number.
  - Do not order directly through the vendor. A purchase order must be issued to provide a proper paper trail for payment and audit.
  - Do not change your order with the vendor after the purchase order has been sent. If a change must be made, email or call Athletic Secretary and let her know.
  - (Once you have received your order) If you need to exchange an item, please return the item to the Athletic Office. Do not return direct to the salesman. It is confusing to receive merchandise for a purchase order that has already been closed and sent to the business office.
- Please call any time with problems or questions

## Entry Fees

Fill out the "Entry Fee" information on the CISD Athletic Trip Request Form – all information blanks must be filled in.

- Attach the meet invitation or information letter from the coach/organization that is sponsoring the event. This letter needs to include the cost of the event, who to make the check payable to, and the address for mailing if it needs to be mailed.
- Please remember your request needs to be received at least 2 weeks prior to the trip to meet the deadline, especially if mailing.
- Schools paying entry fees for CISD Tournaments should be sent or given a receipt. All checks or cash should be turned in to Athletic Secretary at the Athletic Office.

## Travel Guidelines, Meals and Procedures

Please fill out the entire Travel Advance/Expense Voucher.

- Transportation requests are processed and turned in to Transportation. Coaches should make every effort to submit requests for the entire season at one time.
- Request must be submitted at least three weeks in advance to receive a check prior to the trip. Please attach hotel confirmation minus the state tax which CISD is exempt, also stating if a complimentary breakfast is included.
- **The District does not pay for any meals for day trips, unless accompanied by students. Meals are paid on a set schedule of daily maximum rates, and meal eligibility is based on the departure time**

from the district and the return time to the district. Additional meals outside of the guidelines are allowed, but must be paid for out of Activity or Booster Club Funds.

- The District does not allow employee travel reimbursements, all travel expenses must be submitted and approved and a PO issued prior to the travel occurring.
- For Rental Car Information (See back of manual)
- FOR ALL INFORMATION REGARDING TRAVEL GUIDELINES AND PROCEDURES, VISIT <https://www.calallen.org/Page/249>

## Athletic Tournament Travel Expenses

- For local tournaments (defined as under 100-miles one way)
  - District athletic budget will pay for one meal per day, entry fee, and transportation up to the cost of a yellow bus.
- For out-of-town tournaments (defined as over 100-miles one way)
  - 1<sup>st</sup> tournament – District athletic budget will pay for one meal per day, entry fee, and transportation up to the cost of a yellow bus
  - 2<sup>nd</sup> tournament – District athletic budget will pay for one meal per day and entry fee
- For expenses incurred for tournaments outside of the parameters detailed above, the individual sport is responsible for securing additional travel monies through the Activity Fund or Booster Club
- Payment of tournament costs is subject to budget availability
- The athletic tournament travel rules do not apply to any post-district level tournaments

## Provided are examples of rosters that will be helpful with meals and receipts...

\*This example is a good way to help us reconcile the envelopes. This is a good one if you plan to attach this to each receipt.

Varsity	JV	Freshman
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

Coaches: Coach ....., Coach....., Coach.....

Total: 18 \* \$13= \_\_\_\_\_

Spent: \_\_\_\_\_

Returned: \_\_\_\_\_

\*This example is another good way to help you keep track of who actually ate and will help us with numbers.

Player	Lunch	Dinner
1.	*	Home
2.	*	*
3.	*	*
4.	*	Home

5.	*	*
Total	5	3

Coaches: Coach....., Coach.....

Trainer:

Total: Lunch:  $8 \times \$10 =$  \_\_\_\_\_

Dinner:  $6 \times \$13 =$  \_\_\_\_\_

## Fundraisers

- Each group is allowed **THREE** approved fundraising events per school year in 2024-2025.
  - The **THIRD** fundraiser is not tax-exempt and will be subject to sales tax reporting.
- All fundraising activities must have prior approval from Campus Principal and the Superintendent. Complete and submit a Request for Approval of a Fund-Raising Activity form.
- Shirt Sales** - Each SAF is allowed **TWO** shirt sales. **HOWEVER**, the sales **CANNOT** generate any income and **MUST BE SOLD AT COST**. Minor rounding is allowed, and the sale price should account for shipping and handling fees, printing fees, and sales taxes owed (these are not considered tax free sales).
- Fundraisers must be held for specific purpose and the proceeds must be used for that purpose.
- Community Service projects do not count as fundraisers
- Raffles or games of chance are not allowed
- The following practices are strictly prohibited during fundraisers: door -to-door sales, mandatory student participation, and student fundraising quotas.
- The District strongly encourages the use of the District's online payment platform RevTrak, or the fundraising vendors online payment platform

## Cash Handling

- Under no circumstances should collected funds be taken home or be kept in a desk, classroom, purse, or other unsecured location. Keep cash and checks secure at all times.
- Account for, document, and turn in all funds received. Do not keep cash for any reason.
  - Must submit a completed Cash Receipts Transmittal Form with all funds received.
- District strictly prohibits the use of personal online payment platforms (CashApp, Paypal, Venmo, etc.) as a method of payment. You should only collect cash, check, or use RevTrak. Going against District policy and using these personal online payment platforms could result in personal IRS income tax implications (new reporting requirements for payments received for goods and services which exceed \$600 in gross sales per year). **\*\*FOR PERSONAL CAMPS, USE AT YOUR DEGRESSION\*\***

## Donations



- All donations require prior approval by the Superintendent, per Board Policy. Submit a completed Donation Acceptance Request Form to the Business Office for approval. This does not apply to monies taken in as part of an already approved fundraiser.

## **Officials & Game Workers**

- The District utilizes ArbiterSports to schedule and process payment for all officials and game workers.
- The Athletics Department is responsible for ensuring that all officials and game workers are scheduled in ArbiterSports.
- All game sheets are to be turned in immediately to the Athletics Secretary, and all officials and game workers are setup in ArbiterSports for payment.
- Questions related to officials and game workers should be addressed to the Athletics Department.

# 2024-2025 HOME VISITS

## CISD Athletics

High School: \_\_\_\_\_

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

Head Coach: \_\_\_\_\_

### ***Residency Verification***

Athlete Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Does physical address of residency match paper verification of residency? \_\_\_\_\_ YES \_\_\_\_\_ NO

Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Staff Members Present: \_\_\_\_\_

Student Athlete Present? \_\_\_\_\_ YES \_\_\_\_\_ NO

Parent/Guardian Present? \_\_\_\_\_ YES \_\_\_\_\_ NO

Family personal effects present? \_\_\_\_\_ YES \_\_\_\_\_ NO

Student living accommodations present? \_\_\_\_\_ YES \_\_\_\_\_ NO

### ***Rule Acknowledgement***

*I understand that participation in any UIL activity in Calallen ISD requires that the student be a bona fide resident of CISD and the school attendance zone which they are participating for. By signing this form, I am verifying my acknowledgement of the residency rule and am aware that falsifying information regarding residency or enrollment is a criminal offense under Penal Code 37.10. I understand that CISD and the UIL may take disciplinary action against me in addition to or in lieu of criminal charges, if it is determined that I have falsified residency information.*

Signature of Student Athlete: \_\_\_\_\_

*Signature of Parent/Guardian:* \_\_\_\_\_

*Signature of Coach:* \_\_\_\_\_