

Coach Designations – How to Accept your Coaching Designation(s) – Coach/Coordinator

Athletics

These are step-by-step procedures for a coach to accept their coaching designation(s) in the employee’s queue. This process will allow the Coach to review their agreement(s) then accept each coaching designation. For detailed understanding of the full process, please reference the Athletics Supplemental Earnings Guidebook. Any questions should be sent to NotifyAthletics@Dallasisd.org.

Log into Oracle – Go to **DISD Employee Self-Service**. Select **Employee Self-Service**. Select **Human Capital Management Information**. Select **DISD Academic & Athletic Coach Designation Signature**.



Review your coaching designations. You should have one for each coaching position including coordinator assignments. Check sport, campus, level and Effective Date. If Effective Date is after the season start date your stipend amount will be modified. **Select Accept or Reject.**

DISD Coach Designation Forms Coach Signature Page

Coach EmpID	Coach Name	Coach Email	Coach Designating Location	Requestor Email	Requestor Name	Event/Program	Stipend Percentage	Requested Date	Effective Start Date	School Year	Designation Details	Signature Status	
88524	MICHAEL MAILLET	MMAILLET@dallasisd.org	005-MOLINA HS	TERRRODRIGUEZ@dallasisd.org	TERRY-ANN RODRIGUEZ	HS BASEBALL ASST/JV/ FR	100	17-Jul-2019	08-Aug-2019	2018-2019	Athletics New Coach	Pending	Accept or Reject

TIP Click on 'Accept or Reject' button to view the coach agreement form.

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Your Athletic Coaching Agreement will pull up in another screen. Review each item closely. Scroll down to the bottom of page to sign agreement. **RECOMMENDATION:** Highlight full name, right click, select **Copy**. Click in the Signature of the Coach box. Right click, select **Paste**. Hit **Accept** to accept the agreement and coaching assignment.

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**SUPPLEMENTAL PAY
ATHLETICS COACHING AGREEMENT**

EMPLOYEES WILL BE CONSIDERED ELIGIBLE FOR HS BASEBALL ASST./JV FR STIPEND WHO:

1. Completed all required certifications required by the University Interscholastic League (UIL) and the district.
2. Serve as a role model to athletes, coaches, and faculty that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to athletes the same behavior and dress that are required of them in practice and competition.
3. Assist head coach in planning and organizing the middle school athletic program where it affects the high school athletic program.
4. Develop and foster a positive relationship with the head coach, Principal, Athletic Department, other department heads, and the community to solicit support for the high school athletic program.
5. Support and be loyal to the head coach in dealings with the team, media, campus administrators, or any situation that requires the assistant coach's input or cooperation.
6. Attend middle school banquets, games, and/or special events and include middle school staff in social gatherings sponsored by the high school.
7. Maintain equipment through the supervision of the equipment storage, identification, issuance procedures, and ordering policies as delegated by the head coach.
8. Cooperate with the Athletic Department and school regarding submitting documents as listed in the Department of Athletics Resource Manual and mandate that all policies in the manual be followed.
9. Be knowledgeable of good scouting techniques, video breakdowns, and be of assistance to the head coach in the planning, organizing, and implementing of practices and game situations, both offensively and defensively.
10. Promote good weight training techniques and can run strength and conditioning programs as assigned by the head coach or athletic coordinator.
11. Maintain up-to-date records for the athletic programs (squad lists, insurance forms, squad size forms, end of season win-loss records, physicals, parent approvals, and eligibility lists) as directed by the head coach.
12. Supervise athletes at athletic events, practices and games as assigned by the head coach.
13. Assist in recruiting student-athletes on campus and within the school's middle school feeder pattern maximizing their performance through positive reinforcement, care and concern.
14. Maintain and coordinate the use of the campus facilities and shared practice facilities (gym usage, field usage, and weight room) for sports during in-season and off-season time periods as assigned by the head coach.
15. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
16. Place appropriate emphasis on the role of competitive athletics in the total development of the athlete and communicate to team members the responsibility for their decisions and their behavior both on and off the playing field.
17. Attend scheduled coaches' meetings as assigned by the Athletic Office, athletic coordinator and head coach.
18. Performing other duties as assigned by the Department of Athletics administration.

Stipend amounts are detailed in the Compensation Resource Manual, as well as, the Athletic Compensation Guidebook. Amounts may differ based on effective start dates, changes in employee status or adjustments approved through the Department of Athletics. No additional stipend will be issued if the season extends to playoffs.

Signature _____ Date _____

**Updated on 7/24/18

MAILLET, MICHAEL AARON	Date
Signature of the Coach	17-JUL-2019
<input style="width: 90%;" type="text"/>	
The Signature should match exactly with your name as it appears on the form.	
<input type="button" value="Accept"/> <input type="button" value="Reject"/>	

If you do not agree with the terms, assignment is incorrect or are no able to commit to the assignment, Click **Reject**.

MAILLET, MICHAEL AARON	Date
Signature of the Coach	17-JUL-2019
<input style="width: 90%;" type="text" value="MAILLET, MICHAEL AARON"/>	
The Signature should match exactly with your name as it appears on the form.	
<input type="button" value="Accept"/> <input type="button" value="Reject"/>	

Click **Exit** to return to the Home screen.