



CEDAR HILL INDEPENDENT SCHOOL DISTRICT DEPARTMENT OF ATHLETICS HANDBOOK 2025-2026



**Cedar Hill High School
Bessie Coleman Middle School
Permenter Middle School**



LONGHORN ATHLETICS DEPARTMENT OVERVIEW

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

The University Interscholastic League (UIL) is the governing body in the Athletic Programs in the Texas t

Public Schools. The Cedar Hill Independent School District (CHISD) Board of Education, administrators, coaches and teachers fully support the UIL and its enforcement of the rules.

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



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

The Cedar Hill Longhorn Way = Above the Line behavior- Intentional and Thoughtful! Leading and motivating people to perform at their best and exceed what they thought possible through Relentless Effort, Competitive Excellence, and Power of the Unit (Longhorn Family)!

Melanie Benjamin

Director of Athletics

Cedar Hill Independent School District

Coaches Athletic Policies / Electronic Handbook Acknowledgement

The purpose of this handbook is to provide the coaching staff of CHISD with information that will pave the way for a successful year. Not all District policies and procedures are included. Those that are, have been summarized. Suggestions and improvements to this handbook are welcomed and may be sent to the Director of Athletics. This handbook is neither a contract nor a substitute for the official District policy manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide and a brief explanation of District Athletic policies. District policies and procedures can change at any time. For more information on policies and procedures, employees may refer to the Employee Handbook or confer with the Director of Athletics. Policy manuals are located in the Principal's office and are available for employee review during normal working hours.

I hereby acknowledge receipt of the Cedar Hill Athletic Policies Handbook electronically. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this handbook intends no modifications to contractual relationships or alterations of at-will relationships. I understand that I have an obligation to inform my Director of Athletics of any changes in personal information, such as a phone number, address, etc. I also accept responsibility for contacting my Director of Athletics if I have any questions or concerns.

I will read and familiarize myself with the athletic handbook, follow the guidelines set forth by the district and abide by the Cedar Hill Athletic Department guidelines contained herein.

Coach's Name (Printed) _____

Coach's Signature _____ **Date** _____

- Coaches are employed for the year, rather than the sport. You should be prepared to work numerous nights and weekends.
- Coaches will know and promote the athletic department mission statement. **(The CHISD athletic program is committed to excellence in academics and athletics. We are dedicated to Pursuing Victory with Honor, to adhering to the rules of competition and sportsmanship, producing champions in sports and in life, and to display the Six Pillars of Character- trustworthiness, respect, responsibility, fairness, caring and citizenship- on and off the field.)**
- Coaches will be loyal to the Athletic Department, other coaches, the administration, and to the school. Policies established by the administration will be supported and followed by the Athletic Department in all sports and at all levels.
- Coaches will be dedicated, hard working, enthusiastic leaders. You should work very hard to be non-confrontational when dealing with the student-athlete, parents, and faculty.
- Coaches will attend all staff meetings and be active participants. (Sit in the front!)
- Coaches will take the initiative. Follow the simple rule that, **"if it needs to be done, do it."**
- Coaches will supervise the facilities at all times. **Never leave an area unattended while students are occupying it.**
- Discipline will be shared and expected by all coaches. The removal of a player from a team will be done by the head coach in coordination with the Director of Athletics.
- Follow the chain-of-command. Go through proper channels.

- **Never discuss personnel with a parent. Any problems that you have with a parent, teacher, or administrator should be referred to the Director of Athletics.**
- Be professional at everything you do. We want the teaching staff, the administration, the coaching staff, and the community to see us as a group of coaches in which they can be proud. This is a great responsibility and takes dedication! Always be early...never late!!!
- **NEVER ARGUE WITH AN OFFICIAL.** "Working" as an official is part of the game but you need to **know the difference.** Severe measures will be taken if any coach puts himself or herself in a position that could cost our school a contest and/or probationary action by the District Executive Committee or UIL.
- Anytime we host an event, all coaches must be present: Tournaments, Track Meets, Cross-Country Meets, etc. Please don't ask to get out of these duties unless it is an emergency.
- Do not order anything without going through the Executive Director of Athletics and filling out a P.O. Request Form. You must have a PO # before you order. This usually takes a minimum of three days. Plan ahead! Do not expect to get a Purchase Order the same day the request is turned in. Do not turn in tournament fees post event. These must be turned in at least 4 weeks prior to the event.



Longhorn Athletic Department Mission Statement

The Cedar Hill Independent School District Athletic Program is committed to excellence in academics and athletics. We are dedicated to Pursuing Victory with Honor, adhering to the rules of competition and sportsmanship, producing champions in sports and in life, and to display the Six Pillars of Character (trustworthiness, respect, responsibility, fairness, caring and citizenship) on and off the field.

Cedar Hill ISD Athletic Program Objectives



- Involve as many students as possible in a positive athletic environment.
- Instill in all students relentless effort (game speed), competitive excellence (must have competition every day), and power of the unit (Longhorn family).
- Develop and maintain a complete and comprehensive off-season program.
- Have all programs represented with class, character and dignity.
- Establish successful programs so that all participants enjoy a positive Longhorn experience.
- Demonstrate that each of our athletic teams are well coached, highly disciplined and very well organized.
- Establish a district-wide bond of loyalty and pride that reflects the principles, integrity and attitude of the CHISD Longhorn Athletic Department.
- Ensure that the Athletic Department objectives support the total mission of the district.

Description Of Duties

DIRECTOR OF ATHLETICS

- A. General- Shall organize and administer a competitive athletic program within the guidelines of CHISD's Athletic Department Philosophy and Objectives.
- B. Specific Duties and Responsibilities
 - 1. Supervise the athletic program of the Middle Schools and High Schools.
 - 2. Prepare and maintain an Athletic Department Operations manual.
 - 3. Recommend for employment, prospective staff members that meet the high quality standards that CHISD expects in the classroom and on the field.
 - 4. Oversee all interscholastic athletic contests.
 - 5. Direct the business affairs of the athletic program including the preparation and administration of the budget.
 - 6. Make periodic reports as requested on the operations of the athletic department.
 - 7. Evaluate designated staff within CHISD.
 - 8. Develop and maintain the Master Athletic Department Operations Calendar.
 - 9. Oversee UIL compliance of all athletic programs for Middle Schools and High Schools.
 - 10. Organize and conduct New Coach Training.

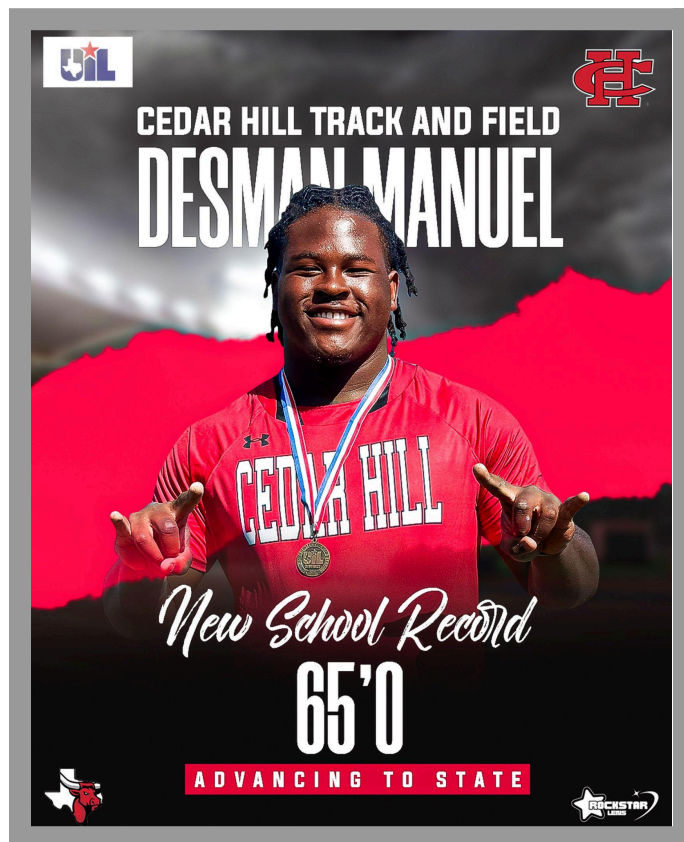
ATHLETIC COORDINATOR

- A. Reports to the Director of Athletics.
- B. General- The position will be responsible for overseeing and managing all duties specific assignment in addition to duties assigned by the Director of Athletics.
- C. Specific Duties and Responsibilities
 - 1. Responsible for all administrative issues relating to Middle School sports.
 - 2. Coordinate CHISD security procedures for all Middle School events
 - 3. Assist with CHISD Athletic Department master athletic scheduling.
 - 4. Assist as directed with playoff arrangements.
 - 5. Assist with campus hiring procedures throughout the ISD
 - 6. Assist with all athletic events within CHISD.
 - 7. Work with the Director of Maintenance to ensure all athletic fields and buildings are safe for use.
 - 8. Facilitate the relationship between the Middle Schools and High School athletic programs.
 - 9. Conduct UIL compliance meetings/EOS reports for Middle and High School Sports.
 - 10. Assist in budget planning for all athletic programs.
 - 11. Evaluate Athletic staff as assigned.
 - 12. Approve all Middle School officials/game workers.
 - 13. Other duties as assigned by the Executive Athletic Director.

ATHLETIC DEPARTMENT SECRETARY

- A. Reports to the Director of Athletics
- B. The Athletic Secretary is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Director of Athletics.
- C. Specific Duties and Responsibilities
 - 1. Provide daily administrative and clerical support for campus based athletic personnel.
 - 2. Manage district athletic budgets.
 - 3. Manage work orders.

4. Prepare weekly ticket sales/gate reports, game worker/officials reports and deposits for HS and JH level campus events.
5. Assist coaching staff with event check requests, user fees, fundraising and other various revenue producing venues.
6. Generate/process PO's and receive/distribute PO merchandise.
7. Work with Vendors collecting quotes/bids and the timely receiving of merchandise.
8. Liaison with campus Athletic Booster Clubs and Team Parents.
9. Manage flow of athletic information through campus athletic websites, parent distribution lists and district level websites.
10. Generate campus athletic maintenance requests.
11. Greet/direct all athletic visitors.
12. Liaison with college recruiters.
13. Athletic letter jacket facilitation with staff/students.
14. Assist with data management for Rank One.
15. Assist coaching staff with parent meetings, hospitality, and banquets.
16. Liaison with athletic reservation requests.
17. Maintain seasonal athletic recognitions for district reports.
18. Maintain up-to-date knowledge of district office and financial systems.
19. Manage/maintain campus athletic team inventories.
20. Liaison with Media (print, web, radio, TV).
21. Maintain good rapport with staff, students, parents and district personnel.
22. Other duties as assigned by the AD.



HEAD COACHES (HIGH SCHOOL)

- A. Reports to the Director of Athletics, Assistant Athletic Director and Campus Principal
- B. The Head Coach will coordinate his/her program for Grades 7-12 and supervise assistant coaches working in his/her sport.
- C. Specific Duties and Responsibilities
 1. Design offense, defense and techniques to be used in that sport for Grades 7-12.
 2. File all sport specific District/UIL reports. Responsible and accountable for all UIL rules / matters governing sports specific programs.
 3. Manage, inventory, and purchase all equipment concerning his/her sport through the Assistant Athletic Director.
 4. Each Head Coach is responsible for the individual public relations of his/her sport.
 5. Secure game officials for all high school level games.
 6. Supply visiting team needs and take care of any other requirements for the orderly performance of contests.

7. See to it that **EACH** participant has clearance through an athletic trainer before participation in tryouts or practice, **INCLUDING** the athletic period.
8. Will maintain the Rank One Sports program by entering game schedules, rosters, and results.
9. Advising the athletic department on general management and care of his/her facility.
10. Responsible for submitting to the Athletic Office copies of any guidelines, procedure, and/or correspondence for his/her specific sport for approval by AD prior to distribution.
11. Abide by CHISD policy of awarding letters, plaques, and certificates to athletes.
12. Maintaining a year-to-year Letterman's list.
13. Coach will return parent phone calls and emails within 24 hours
14. Reporting any injury sustained by an athlete to the Athletic Trainer.
15. Each Head Coach is responsible for the dress, behavior and conduct of all his/her teams and staff. If team rules, as set
16. If the Head Coach is violated, the Head Coach will deal with each situation.
17. Report schedule changes, at any level, to AD.
18. Attend Middle School events, as it pertains to your sport.
19. All guidelines and procedural matters pertaining to your sport at each Middle School must be first routed to the Assistant Athletic Director.
20. Responsible for reporting scores to the AD **after** each varsity game and to the Athletic Office the first working day following for 9-JVgame. Scores must be entered in RANK ONE after each competition or by the next morning.
21. Post-season equipment inventory will be recorded in RANK ONE and turned in to the AD in the EOY report.
22. Scheduling of Athletic Banquets will be processed through the Athletic Office.
23. Responsible for CHISD Athletic Code of Conduct.
24. Responsible for submitting cut lists to the **AD** before releasing to parents/students.
25. Monitor eligibility of all student athletes on a year round basis. Maintain 90% pass rate ALL YEAR.
26. Develop a vision and plan for sport specific programs and organize program communication procedures.
27. Create structured game day routines for staff and players.
28. Organize and/or oversee all sport specific home athletic events.
29. Responsible for character and direction of overall sport specific program 7-12.
30. Specify program objectives and how you will obtain them. **Due at the Compliance meeting.**
31. Athletic Schedules are to be approved by the CEDAR HILL ISD Athletic Department **PRIOR** to any release.
32. Attend head coaches meetings as prescribed by AD, as well as campus-based and CHISD district-wide meetings.
33. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games.
34. Conduct Emergency Drill with each team at the beginning of the season. Provide documentation to AD (use attached worksheet).
35. Responsible for the daily maintenance and security of all facilities and equipment.
36. Complete a comprehensive EOY review of all sports programs annually with recommendations to AD.
37. Other duties as assigned by AD.

**SCORES MUST
BE ENTERED IN
RANK ONE
AFTER EACH
COMPETITION
OR BY THE
NEXT MORNING.**



ASSISTANT COACHES – HIGH SCHOOL

- A. Reports to Head Coach, Assistant Athletic Director and Director of Athletics
- B. General- To properly execute the philosophy, objectives and techniques of the sport he/she is coaching and provides quality assistance to the Head Coach in teaching athletes.
- C. Specific Duties and Responsibilities
 1. Consult with the Head Coach on all matters relating to the operations, philosophy and objectives of specified sport.
 2. Carry out job assignments as issued by the Head Coach.
 3. Make every effort to attend other sport contests at High School and Middle School.
 4. Coach in a positive manner and strive to bring out the best in each athlete.
 5. Attend all mandated campus-based and CHISD district-wide meetings.
 6. Exhibit professional appearance through good grooming habits & appropriate attire at school, practices and games.
 7. Communicate utilizing the prescribed chain of command.
 8. Coach will return parent phone calls and emails within 24 hours.
 9. Other duties as assigned by AD.

HEAD COACHES - MIDDLE SCHOOL

- A. Reports to AD, Assistant AD, Campus Principal and High School Head Coach.
- B. General- Middle School Head Coaches are responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the AD and Assistant AD.
- C. Specific Duties and Responsibilities
 1. Implement philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Coaching staff. Conduct a parent meeting at the start of the season (Turn in parent sign-in sheet).
 2. Develop a parent packet to be distributed during the parent meeting. Include items such as: game schedules, practice schedules, expectations for athletes and parents, direction to games. Provide a copy to the Assistant AD.
 3. Manage and maintain the athletic equipment for your sport. *If you have anything you are no longer using, is broken, or old, please let the Assistant AD know so it can be discarded. Please be prepared to provide specifics such as how many, exact items, etc.*
 4. Support the high school program and meet with the high school coaches as needed.
 5. Submit game scores to the Assistant AD and head coach.
 6. Keep your Principal and administration notified of all important events, activities and game results via the web, newsletter, emails etc.
 7. Will maintain the Rank One Sports program by entering game schedules, rosters, and results.
 8. Responsible for checking eligibility regarding grades.
 9. All coaches that are not in season may be assigned to perform duties for sports that they are not assigned to. (i.e.: track meets, golf and/or tennis matches, and campus tournaments).
 10. Coach will dress professionally in all circumstances including the classroom, on the practice court and during the games. Classroom dress code will be set by the Principal.
 11. Coach will be on time for practice and game day responsibilities. If you are running late and/or are caught in a school based meeting, please contact another coach to supervise your team.

12. Coach will be a positive role model and will speak positively about the student-athletes and staff in public and with other coaching professionals.
13. Conduct Emergency Drill with each team (or grade level) at the beginning of the season. Provide documentation to Assistant AD (use attached worksheet).
14. Complete the Athletic Department End of Season Report.
15. Coach will return parent phone calls and emails within 24 hours.

ASSISTANT COACHES – MIDDLE SCHOOLS

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

HEAD ATHLETIC TRAINER

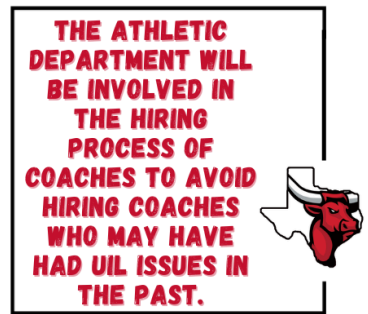
- A. Reports to AD & Campus Principal
- B. The Head Athletic Trainer shall coordinate coverage, treatment, and rehabilitation and physician referral for all athletic and designated UIL programs.
- C. Specific Duties and Responsibilities
 1. Plan and implement a comprehensive athletic injury and illness prevention program for student athletes.
 2. Attend practice sessions and athletic contests as assigned by the Athletic Coordinator.
 3. Establish and maintain effective communication with students, parents, medical & paramedical personnel, coaches, and other staff.
 4. Fit injured athletes with specialized equipment and oversee its use.
 5. Prepare athletes for games & practices by conducting evaluations & using tape, wraps, splints, braces, & other protective devices as needed.
 6. Respond to emergencies and make quick, independent judgments about how to deal with injuries with athletes.
 7. Identify acute injuries and provide first-aid triage, including assessing injuries & deciding whether an athlete should seek further medical attention and should discontinue participation in the athletic event.
 8. Establish specific procedures to be carried out by a coach or student athletic trainer in the event of a medical emergency.
 9. Detect and resolve environmental risks to athletes.
 10. Select, train, and supervise student athletic trainers.
 11. Compile, maintain, and file all physical and computerized reports, records, and other documents including doctor, accident, and treatment records as required.
 12. Maintain an inventory of training supplies and equipment. Requisition additional supplies as needed.
 13. Care for all injuries that athletes of the school district sustain while participating in a designated UIL athletic program, referral to team physician or family doctor as necessary and informing parents immediately of any injury concern.
 14. Will have the team doctor in attendance at varsity home football games.
 15. Keep records of all injured athletes.
 16. Keep file for the athletes regarding UIL medical forms.
 17. Be available for all **HOME** events (freshman through Varsity) in case of emergency.
 18. Provide coverage for home varsity contests according to the policies of District 7-6A.
 19. Will assure that a staff athletic trainer travels out-of-town with varsity football.
 20. Order and inventory all medical supplies.
 21. Provide visiting athletic teams with appropriate hospitality as per the guidelines of each campus.
 22. Manage the school athletic insurance program for the athletic department.
 23. Organizing and monitoring UIL required physical examinations for all athletics 7-12.
 24. Distribute to athletes and coaches all necessary UIL medical paperwork.
 25. Reference Sports Medicine Guideline and Procedure Manual for specific responsibilities.
 26. Assist the CAC with all Staff Development pertaining to athlete safety in accordance w/ State mandates and UIL Policies.
 27. Coordinate staff development with the Health Service Department.
 28. Review and revise emergency protocols and policies.
 29. Return all phone calls and emails within 24 hours.
 30. Communicate utilizing the prescribed chain of command.
 31. Perform other duties assigned by the Athletic Director.
- D. Supervisory Responsibilities
 - Supervise the work of student athletic trainers and assistants.

ASSISTANT ATHLETIC TRAINER

- A. Reports to AD & Campus Principal.
- B. The Assistant Athletic Trainer shall assist the Head Athletic Trainer coordinate coverage, treatment, rehabilitation and physician referral for all athletic and designated UIL programs.
- C. Specific Duties and Responsibilities
 1. Assist in the planning and implementation of a comprehensive athletic injury and illness prevention program for student athletes.
 2. Attend practice sessions and athletic contests as assigned by AD, Assistant AD and Head Athletic Trainer.
 3. Establish and maintain effective communication with students, parents, medical and paramedical personnel, coaches, and other staff.
 4. Provide physical conditioning training to student athletes.
 5. Fit injured athletes with specialized equipment and oversee its use.
 6. Prepare athletes for games and practices by conducting evaluations and using tape, wraps, splints, braces, & other protective devices as needed.
 7. Respond to emergencies and make quick, independent judgments about how to deal with injuries.
 8. Identify acute injuries and provide first-aid triage, including assessing injuries and deciding whether an athlete should seek further medical attention and should discontinue participation in the athletic event.
 9. Assist the Head Athletic Trainer in establishing specific procedures to be carried out by a coach or student athletic trainer in the event of a medical emergency.
 10. Detect and resolve environmental risks to athletes.
 11. Assist with the coordination and scheduling of athletic physical examinations and screenings.
 12. Compile, maintain, and file all physical and computerized reports, records, and other documents including doctor, accident, and treatment records as required.
 13. Maintain an inventory of training supplies and equipment. Requisition supplies as needed.
 14. Care for all injuries that athletes of the school district sustain while participating in a designated UIL athletic program, referral to team physician or family doctor as necessary and informing parents immediately of any injury concern.
 15. Keep records of all injured athletes.
 16. Keep file for the athletes regarding UIL medical forms.
 17. Be available for all **HOME** events (7th through Varsity) as assigned.
 18. Assist with the ordering and inventorying of all medical supplies.
 19. Assist with the selecting and supervision of student athletic trainers.
 20. Provide visiting athletic teams with appropriate hospitality.
 21. Assisting with the organization and monitoring of UIL required physical examinations for all athletics 7-12.
 22. Distribute to athletes and coaches all necessary UIL medical paperwork.
 23. Assist the Head Athletic trainers with all Staff Development pertaining to athlete safety in accordance w/ State mandates and UIL Policies.
 24. Communicate utilizing the prescribed chain of command.
 25. Perform other duties assigned by the Athletic Director, Assistant Athletic Director and Head Athletic Trainer.
- D. Supervisory Responsibilities-Supervise the work of student athletic trainers.

Hiring Procedures

Hiring Process Involving Head Coaches: The athletic department will be involved in the hiring process of coaches to avoid hiring coaches who may have had UIL issues in the past. Being involved in the hiring process of coaches is a top priority for the CHISD Athletic Department. Responsibility of the Head Coach is to provide AD with quality applicants (emphasis on academic success) in which to interview. The CHISD Department of Athletics will be involved in all Athletic Staff hiring by posting positions, screen/interview applicants, determine finalists, and arrange an interview with campus principal.



Coaching Expectations And Responsibilities

A. 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 CHISD and Athletic Department guidelines.

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

1. Coach will discuss the issue with the Director of Athletics.
2. The Athletic office will contact the UIL – Coaches are **NOT** to contact the UIL office unless specifically told to do so by the Executive Director of Athletics.

B. RELATIONS WITH CAMPUS FACULTY

All CHISD 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. Mix and mingle with the faculty and staff, and remember that these people can and will help if they feel we are sincerely helping them and are one of them.

C. MIDDLE SCHOOL PROGRAM EXPECTATIONS

- High School head coaches are responsible for the entire administrative and organizational procedures for grades 7-12 in their respective sports.
- All middle school coaches may have high school responsibilities as determined by the high school head coaches of each sport.
- All middle school football coaches will have high school football responsibilities in the fall and will work football spring training sessions.

D. STAFF LOYALTY AND INTEGRITY

All staff members will make a 100% commitment to the philosophy, objectives and guidelines of the Athletic Department. All coaches should maintain a positive working relationship with all members of central office/district support staff.

E. PRACTICE EXPECTATIONS

- Coach will have a written plan for practice.
- Coach will show the athletes he/she is interested in their progress as individuals and as a team.
- Coach will move and circulate throughout practice.
- Coach will coach with a positive attitude. In addition, when correcting an athlete, give positive feedback first, then make the corrections (i.e.: "You did a great job of getting to the ball. Next time, work on getting your shoulders and hips facing the target."). Coach will try to give positive feedback to every player every day.
- Coach will be dressed appropriately for practice. Practice attire will be defined by the Head Coach.
- 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.



F. GAME DAY EXPECTATIONS

- All coaches will stay until the final game of the evening is complete in order to assist with the other games and supervise those student-athletes that remain in the stands.
- **Coach will ensure that all student-athletes are supervised at ALL times.**
- Coaches will not allow student-athletes to be released to go home with anyone but their parents and then only with the appropriate paperwork on file.
- Coach will be professionally dressed for the game. Game day attire will be defined by the Head Coach and approved by the AD.

G. MANDATORY FORMS AND INFORMATION

An athlete will not be permitted to try-out for any sport without a **COMPLETE** CHISD Athletic Participation Packet on file that includes the following:

- Athletic Code of Conduct
- UIL Acknowledgement of Rules
- Doctor's Physical
- Publicity Form
- Consent to Treat
- Concussions form
- Emergency Release
- Illegal Steroid Use & Random Steroid Testing(HS Only)
- Football Helmet Information Sheet/ Inspection Sheet (FB Only)

Request for Post-Activity Student Release:

This form **MUST** be signed by a parent or guardian in order for the athlete to ride home from an away game. If the form is not turned in, the athlete must ride on the bus back to the campus.



H. SCHEDULING OF ATHLETIC CONTESTS

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

I. OFFICIALS

The High School Head Coach of each sport is responsible for securing officials for all varsity contests. The Assistant Athletic Director will handle all Middle School football, Volleyball and Basketball contests. The Director of Athletics is responsible to sign and return all athletic officials contracts.

J. 11-6A POLICIES

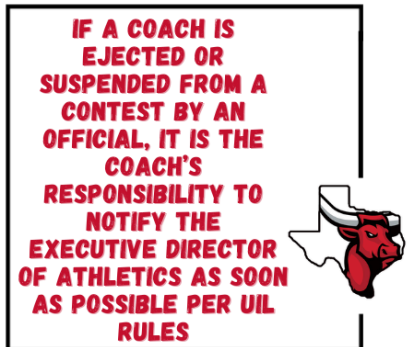
District 11-6A general and sport specific policies will be sent via email. All coaches are expected to be familiar with these policies.

K. COACHING EJECTIONS (UIL C & CR SECTION 1208 J)

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. It is an automatic CHISD one-game suspension.

L. PROFESSIONAL CONDUCT

All CHISD coaches are expected to maintain a high level of professionalism in regard to conduct, demeanor, grooming and relationships between faculty, staff and students.



M. UIL COMPLIANCE

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

Each CHISD coach is responsible for understanding the UIL/TEA No Pass-No Play guidelines and is responsible for the eligibility grade checks for his/her athletes. The calendar has been approved by UIL.

UIL No Pass No Play Calendar: This calendar specifies when an athlete can regain his/her eligibility after a failing six weeks grade. (Approved by UIL 4.17.19)

Cedar Hill High School:

Extra-Curricular No Pass No Play Timeline 2025-2026

The following represents the official reporting calendar for CHISD progress reports and report cards in regard to U.I.L. eligibility dates:

- Note: All students are academically eligible at the beginning of the year if they have the required number of credits...5, 10, or 15.
- 9th grade must have been promoted; placed in-eligible for 6 weeks.

August 29, 2025 Progress Reports Distributed

September 19, 2025 End of 1st Six Weeks

September 26, 2025 Students Failing 1st Six Weeks become ineligible at 3:00pm (Friday)

October 20, 2025 Three Week Ends/ Reports distributed
 * All Students are eligible for participation during the Fall Break from Oct. 10 from 3:00pm until Oct. 20 at 8:00am.
October 27, 2025 Students may regain eligibility at 3:00 p.m. (Monday)

November 7, 2025 End of the 2nd Six Weeks

November 14, 2025 Students may regain or lose eligibility at 3:00 p.m.(Friday)

***All students are academically eligible for participation during the Thanksgiving Break from November 21 from 3:00pm until December 1 at 8:00am.**

December 5, 2025 Three Week Ends/ Reports are Distributed

December 12, 2025 Students regain eligibility at 3:00 p.m.

Winter Break- All students are academically eligible for participation from 3:00 p.m., Thursday, December 18, 2025 through 12:01a.m., Tuesday, January 6, 2026. No school facilities, personnel, or equipment shall be used for athletic purposes for five (5) consecutive days to include December 24-26.

January 9, 2026 End of the 3rd Six Weeks

January 16, 2026 Students may regain or lose eligibility at 3:00 p.m. (Friday)

January 30, 2026 Three Week Ends/ Reports distributed

February 6, 2026 Students may regain eligibility at 3:00 p.m. Friday)

February 20, 2026 End of the 4th Six Weeks

February 27, 2026 Students may regain or lose eligibility at 3:00 p.m. (Friday)

Spring Break- All students are academically eligible for participation from 3:00 p.m., Friday, March 13, 2026 through 12:01a.m., Monday, March 23, 2026.

March 13, 2026 Three Week Ends/ Reports distributed

March 27, 2026 Students may regain or lose eligibility at 3:00 p.m. (Friday)

April 10, 2026 End of the 5th Six Weeks.

April 17, 2026 Students may regain or lose eligibility at 3:00 p.m. (Friday)

May 1, 2026 Three Weeks Ends

May 8, 2026 Students may regain eligibility at 3:00 p.m. (Friday)

May 22 2026 End of 6th Six Weeks

Entry Fee Agreement

THSADA Region III School Districts Effective August

I. For the sports listed below, the following fees apply:

Baseball Basketball Powerlifting Soccer Softball Volleyball

- a. Cap the **maximum fee** to be charged for any varsity **team** tournament or meet in the above **team** sports at **\$350.00**. This includes tournaments hosted by an ISD or booster club.

NO ADDITIONAL FEES MAY BE CHARGED BY A BOOSTER CLUB. THIS IS THE MAXIMUM FEE.

- b. Cap the **maximum fee** to be charged for a sub-varsity **team** tournament or meet in the above **team** sports at **\$300.00**. This includes tournaments hosted by an ISD or booster club.

NO ADDITIONAL FEES MAY BE CHARGED BY A BOOSTER CLUB. THIS IS THE MAXIMUM FEE.

II. For the sports listed below, the following fees apply:

Cross-Country Swimming Team Tennis/Tennis Track & Field Wrestling

- a. For individual sports, charge individual rates at **\$20.00 per varsity participant** where the maximum paid would be **\$250.00 per varsity team** and **\$150.00 per sub-varsity participant** where the maximum paid would be **\$200.00 per sub-varsity team**.

- b. Cap the **maximum fee** to be charged for an all-inclusive fee (all teams/divisions) of **\$600 per school** should the individual rates exceed the maximum amounts.

III. Golf green fees **are not** included in this agreement.

IV. All school districts entered into the agreement will adhere to the above **maximum fees**. However, more may be charged to a district not on the agreement.

V. Athletic Directors of each school district will be responsible for providing these guidelines to coaches and booster clubs in his/her district and maintain the responsibility for enforcing the guidelines as per the agreement.

The following school districts have agreed to abide by this agreement:

Please make sure your coaches and booster clubs are submitting meet and tournament invitations with the correct entry fee amounts. The following school districts have agreed to abide by this agreement:

Aledo ISD

Arlington ISD

Azle ISD

Birdville ISD

Burleson ISD

Carroll ISD

Carrollton-Farmers Branch ISD

Cedar Hill ISD

Coppell ISD

Corsicana ISD

Crowley ISD

Dallas ISD

Denison ISD

Denton ISD

Desoto ISD

Duncanville ISD

Eagle Mountain-Saginaw ISD

Forney ISD

Fort Worth ISD

Frisco ISD

Garland ISD

Granbury ISD

Grand Prairie ISD

Grapevine-Colleyville ISD

Highland Park ISD

Hurst-Euless-Bedford ISD

Irving ISD

Jesuit College Preparatory

Keller ISD

Lake Dallas ISD

Lancaster ISD

Life Schools

Lovejoy ISD
Mansfield ISD
McKinney ISD
Mesquite ISD

Red Oak ISD
Richardson ISD
Rockwall ISD
Plano ISD

Princeton ISD
Sherman ISD
Springtown ISD
Weatherford ISD

For the individual sports (section II), they should charge the INDIVIDUAL RATES until the teams meet the maximum amounts (\$250 for varsity, \$200 for sub varsity, and \$600 maximum per school)

Professional Development

MANDATORY TRAININGS: All coaches must complete all required training *prior* to the start of their season (if start date is prior to the first day of school) or the first day of school. Certificates for each must be on file in the athletic office.

1. CPR/AED/FA Certification - All coaches must maintain a current Red Cross and/or American Heart certification in Adult CPR/AED/FA. The head athletic trainers are responsible for verifying each coach has a current certification.

2. Concussion Education Program – With the implementation of HB 2038, all UIL coaches are required to complete two (2) hours of concussion education every two (2) years.

3. UIL- Rules Compliance Program- All CHISD/UIL Coaches must complete this program annually. The program consolidates all UIL required training into one program. You can register and complete the program online at the UIL website. <http://www.uil.utexas.edu/> . Print the certificate as your documentation of completion.

4. New Coaches In-service- All coaches new to CHISD **must attend** New Coaches in-service; this includes current teachers who have not coached in CHISD previously. The New Coach in-service will be held prior to the new teacher in-service begins. (If you are a new CHISD head coach, including teachers who have not coached in CHISD, read #5)

5. New Head Coaches In-service- All coaches who are new high school head coaches must attend New Head Coaches in-service. The New Head Coach in-service will be held prior to the new teacher in-service begins.

6. NFHS Fundamentals of Coaching Course -The UIL mandates all coaches **new to the profession or new to the State of Texas** must complete the NFHS Fundamentals of Coaching Course. However, **we require ALL coaches new to CHISD to complete the course. This is an online course which is available at <http://www.uil.utexas.edu/>. There is a \$35 fee for the course. Print the certificate and give it to the athletic office as documentation of completion.**

7. All coaches must attend the **CHISD/UIL Compliance Meeting** held prior to new teacher in-service.



8. **All coaches (hired after 2012-2013 school year) are required to get bus driver certification.** Coaches must attend annual training and have an annual physical examination to maintain their bus driver certification. Information about how to obtain bus certification, annual training, and the annual physical schedule is posted on the CHISD Athletic website.

Professional Memberships

Coaches are encouraged to join professional associations and attend professional development. For information pertaining to memberships, registration, expenses, and obtaining staff development credit, refer to the Business and Accounting Guidelines in this handbook.

HEAD COACH REQUIREMENTS

PRE-SEASON COMPLIANCE MEETING

The following should be placed in a 3 ring notebook binder in sections. Please do not use plastic sleeves, simply 3 hole punch your paperwork and place it in a binder in the order shown.

Section 1

- Varsity roster from Rank One containing all athletes, managers and student trainers
- Up-to-Date Schedule (make sure it is on Rank One)
- Copy of UIL Eligibility Report. Highlight any athlete w/ eligibility issues.
- Varsity per athlete documentation (alpha by last name in the following order)
 - a. CHISD Bona-Fide residence form
 - b. Recent utility bill
 - c. Birth certificate
 - d. Copy of PAPF

Section 2

- Sub- Varsity (JV/JV2) roster from Rank One containing all athletes, managers and student athletic trainers
- Up-to-Date Schedule (make sure it is on Rank One)
- Copy of UIL Compliance Report. Highlight any athlete w/ eligibility issues.
- Sub-Varsity (JV/JV2) athlete documentation (alpha by last name in the following order)

Section 3

- Freshman roster from Rank One containing all athletes
- Up-to-Date Schedule (make sure it is on Rank One)
- Freshman athlete documentation (alpha by last name in the following order)

Section 4

- UIL Team / Individual Eligibility Form (Individual sports must also complete team eligibility form).
- Outstanding/pending PAPF forms
- Freshmen roster - Athletic Dept. will use to confirm placement/promoted status (Fall sports only)
- Signed Varsity Home-Visit Residency Verification form (if completed), see page 3 of this packet. Must be submitted prior to first contest
- Team expectations or rules to be issued to athletes and/or parents. Signed by AD.
- Emergency Safety Drill Checklist
- Up-to-date, final hard copy of schedule. (Should also be in Rank One)
- List of season program objectives.



Head Coach Checklist

Date Complete

	Read and understand the CHISD Athletic Handbook
	Obtain CDL
	Obtain CPR/ AED/ Sports Safety certification
	Complete UIL R.C.P. (on-line)
	Complete UIL Steroid/ Safety training (on-line)
	Complete Professional Acknowledgment form (new coaches)
	Attend athletic staff development meetings
	NFHS Fundamentals of Coaching Course (New Coaches)

Preseason

	Make plans to obtain 30 hours of professional development as required by CHISD
	Inventory all equipment and check all facilities
	Ensure the physical packet for every kid is complete before allowing them to practice. (Include \$25 athletic fee HS)
	Review transportation policy and enter bus request
	Develop a parent letter and parent/ athletic handbook for distribution. A dated form must be kept on file with the signature of both the parent and athlete indicating that the handbook has been received and the guidelines set forth will be followed. Once a team is selected, a parent meeting is mandatory. You must cover everything on the parent meeting agenda you received from me in the athletic handbook. Get AD Approval.
	Develop written policy regarding lettering standards (post online)
	Maintain and consistently update the district webpage for your sport. Scores must be entered by 8:00 am the following day. News must be current
	Review Booster Club guidelines: All banquet expenses will be taken out of your booster club account. NO EXCEPTIONS
	Teach character development at least one day a week
	Complete any PAPF for transfers/ new student athletes, all forms must be completed through the UIL Portal. Student - athletes are not eligible until DEC has approved.
	Volunteer Coaches have volunteer paperwork complete - they must be employed by CHISD
	Number of contest per season/ week limit
	Grade Check procedures/ Grading periods
	Transportation issues
	Fundraisers/ promotions/ Sr. Night
	Program Objectives
	Emergency Procedures
	Medical info Notebook
	UIL/ Issues/ Coach and Player ejections
	Review Budget Sheet
	11-6A Rules Review

	Confirm Officials and confirm games with opposing coach
	Varsity team sport eligibility form
	Review Overnight Hotel Procedures

In-Season

	Establish Rank One squad roster (all student-athletes who try out)
	Review squad selection policies (pg. 15 of handbook)
	Review CHISD practice policies (see pg. 15)
	Develop a written plan for each practice
	Teach character development at least one day a week
	Maintain district webpage for your sport-update scores by 8:00 am the next day
	Confer with custodial/maintenance staff for facility preparation. You must walk the facility the day of the game and notify me if it is not clean and orderly. It is your responsibility to set up and take down the facility. All equipment is to be stored after every contest.
	Have copies of emergency contact cards for athletes must be taken to all away games.
	Confirm buses with transportation for away games. First Student bus phone number is 972-293-8531
	Confirm officials assignment day of game
	Plan for pre-game or post-game meals (if applicable) The correct forms must be completed
	Extra-Curricular absence form Review

Conclusion of Season

	Check in and inventory all equipment. All game uniforms must be collected at the last contest. Do not allow athletes to take uniforms home. We have washers/ Dryers... use them
	Complete end of season report on the provided form. (Google Document)
	Submit letter jacket awards within the week. Communicate to the athletes that they must be measured and the date in which Balfour will be on campus to do so.
	Finalize budget sheets (activity and booster club) to be included on the end of season report which is due two weeks after the conclusion of your sport's state game/tournament.
	Evaluate each assistant coach (to be turned in when your evaluation is done)
	Prepare schedule for the upcoming year, Due May 25
	Schedule end of season conference/ evaluation with AD
	All equipment should be stored and all areas clean by last day of school year
	Review written practice plan for year

End Of Season Meeting/Requirements

Head coaches are required to submit a season summary information packet to the CHISD athletic department upon completion of their season at a scheduled meeting. This report will cover all phases of the program from 9th thru varsity levels. ***This information should be documented in the Google Document shared with head coaches.***

Information should be organized as follows:

1. Name of sport; head coach and staff roster.
2. Schedules – Grades 9-12.
3. Results and records for all levels.
4. All-District, individual and team awards (Varsity level)
5. Scholarships (Student/ Name of School/ Amount of Scholarship)
6. Complete player roster including staff and support staff.
7. Number of participants by level (Freshman; Sophomores; JV; Varsity; Support Staff)
8. Ethnic breakdown (all levels combined)
9. Projected numbers for next season (all levels).
10. Off-seasons expectations
11. Social Media information for your program.
12. Equipment inventory breakdown (equipment and soft goods for all levels).
13. Varsity strengths and weaknesses for next season.
14. Recommendations for improving the program.

Be prepared to discuss issues regarding the following during the end of season meeting:

- Website management and technology
- Staff development
- UIL issues / Amateur Athletic Rule
- Camp regulations
- Off-Season regulations
- UIL required courses for coaches.
- Fundraising and Budget
- Athletic facility scheduling
- Scholarship athletes (NCAA Eligibility Center)
- Parent meetings
- General organization (operations manual)
- Athletic banquet
- Athletic dept. work orders
- UIL Compliance meetings
- Grounds maintenance
- Gym issues
- CPR/AED and First Aid/Medical Issues/Athletic Safety Laws
- MS and HS communication as it pertains to your program.
- Game Day Issues (Music, Workers, Playoff Hosting, Security)
- Schedules / 11-6A Policies Review



Non-School Sports And Camp Guidelines

Student-athletes and coaches must be aware of UIL/CHISD policies, guidelines and regulations in regard to non-school activities. Various UIL restrictions apply and can be accessed by following the link below.

<http://www.uil texas.org/files/athletics/offseason-nonschool-participation.pdf>

All athletic camps will be supervised by the head coach of a sports team at the high school. Sports camps may not be administered by an outside individual or organization unless in conjunction with the head coach of that particular sport. The foundation of success for our athletic sports programs at the high school has been and will always be based on the relationships the coaches build with the student athletes. Camps will stress basic fundamentals, sportsmanship, character, competitive spirit and relationship building with the younger students in our community.

Facility Fee -All athletic facilities for each sport will be available, camp fees must be run through the Booster Club - checks must be made to CHABC and not to the head coach. If checks are made out to the coach, fees will be charged for facility usage.. Facilities will be scheduled through the athletic office.

Camp Prices- Camps will have a price cap of \$5 per instructional hour per student. Coach to camper ratio will be 1 to 15 or less. Example 1-3 hours per day for 4 days will cost \$60. Example 2-4 hours per day for 4 days will cost \$80. Late registration fee will be a charge of \$10. Cost includes a camp t-shirt.

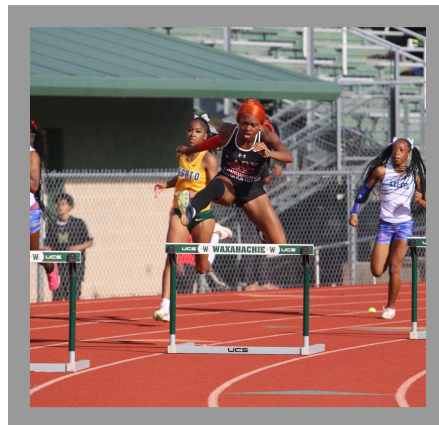
Student Athlete Information

ELIGIBILITY

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

A. General High School Eligibility Requirements

1. Have not graduated from high school, are full-time, day students in the school, and have been in regular attendance at the school since the 6th class day of the present school year, or have been in regular attendance for 15 or more calendar days before the contest or competition,
2. Are in compliance with state law and rules of the Commissioner of Education, (see [TEA-UIL Side By Side](#))
3. Are enrolled in a four year, normal program of high school courses, and initially enrolled in the 9th grade not more than 4 years ago nor in the 10th grade not more than 3 years ago,
4. Were not recruited,
5. Are not in violation of the awards rule, and,
6. Meet the specific eligibility requirements for academic, music and/or athletic competition.
7. Meet all the requirements above,
8. Are less than 19 years old on September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year,
9. Live with their parents inside the school district attendance zone their first year of attendance (see your school administrator for exceptions),



10. Have not moved or changed schools for athletic purposes,
11. Have not violated the athletic amateur rule, and
12. Were eligible according to the fifteen day rule and the residence rule prior to district certification.

B. Procedures For Enrolling New Students

1. Coach of the new school is to contact the coach of the former school when made aware by the athlete or parent that there is intent to enroll.
2. Once enrolled, the parent of the new athlete completes page 1 and section 1, page 2 of the PAPF. This is done through the UIL portal.
3. After AD completes section II, verify that all necessary blanks, boxes, and signatures are completed, it will be sent to the DEC chair through the UIL portal.
4. If signed off by DEC, CHISD athletic office will contact the coach via e-mail, the completed, approved form will be available through the UIL portal.
5. Students may only play sub-varsity until PAPF is fully processed.
6. Once PAPF is approved, this still **does not** mean the athlete is eligible...must be compliant in all other ways.
7. AD will notify the coach if PAPF is not approved. Athletes may need to file additional paperwork, like a residency waiver.
8. PAPF is required at time of enrollment even if the player is not varsity-level.

C. No Pass No Play

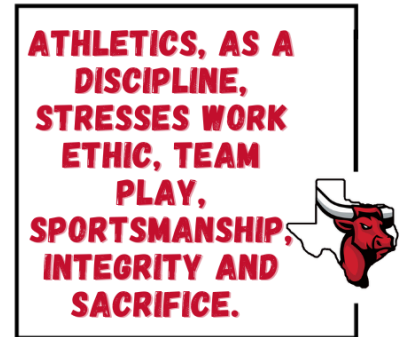
It is essential that each head coach be responsible for the academic monitoring of his/her student-athletes.

1. A student in grades 9-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if:
 - a. Beginning the 9th grade -- has been promoted from the 8th grade to the 9th.
 - b. Beginning the 10th grade -- has earned 5 credits towards state graduation.
 - c. Beginning the 11th grade -- has earned 10 credits towards state graduation **OR** has earned 5 credits towards state graduation in the last twelve months.
 - d. Beginning the 12th grade -- has earned 15 credits towards state graduation **OR** has earned 5 credits towards state graduation in the last twelve months.
- b. In order to be eligible to participate in an extracurricular activity for a six week period following the first six week period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks.
2. A student whose six-week grade average, in any course, is lower than 70 at the end of any 6 week period shall be suspended from participation in any interscholastic activity during the succeeding three week period. If, at the end of the three weeks period, the student is passing all classes, that student will become eligible 7 days after the grade was officially earned for the remainder of that current 6 weeks. Validation of the 3 weeks grade must be made.
3. **Students may practice with their respective teams while they are on academic suspension.**
4. **Students may also participate in pre-season scrimmages while on academic suspension.**
5. 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.
6. 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.
7. 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.
 8. **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.**
 9. A student who fails a course becomes ineligible seven days after the last day of the six weeks period. **For a complete listing of all grace period dates, see the UIL No Pass No Play Timeline.**
 10. The CHISD Athletic Department validates grades with a report card or Skyward grade report. An athlete **will not** submit his/her grades.

Athletic Code Of Conduct

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.



A. Athletic Guidelines

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

- Athletes will be tough competitors in the athletic arena, but outside the competitive arena they are expected to conduct themselves as gentlemen and ladies at all times, demonstrating respect for their administrators, teachers, and fellow students.
- Athletes are to display/model behaviors associated with positive leaders both in the school and in the community.
- Athletes are to exhibit good citizenship at all times.
- Athletes are to serve as positive representatives for their team, coaches, school, district, and community during competitions and interactions with rivals.
- Athletes are expected to strive for academic excellence and to adhere to the Board-approved *Discipline Management Plan and Student Code of Conduct* as well as the Athletic Code of Conduct and Guidelines.

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.

ISS Assignment

An athlete is suspended from interscholastic activity while serving time in ISS until the assignment is completed. The suspension begins when the student begins his day(s) in ISS. The suspension is concluded the next day.

****The CHISD Athletic Code of Conduct in its entirety can be found on the CHISD athletic website.****

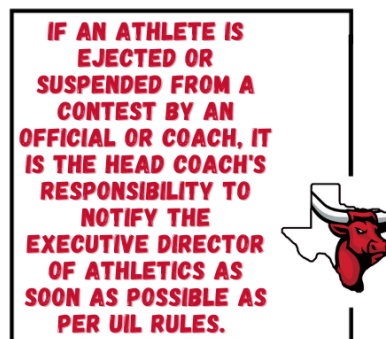
B. Athlete Ejection From Contest

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 Executive Director of Athletics as soon as possible as per UIL rules. The athlete could possibly receive an automatic one game suspension. A second ejection may lead to possible suspension from the team.

- Ejected athlete's coach is required to provide in writing to the Executive Director of Athletics preventative measures designed to avert future athlete ejections.

C. Use Of Illegal Drugs Or Alcohol

The **Athletic Code of Conduct** will be followed when this rule is violated. Head Coaches have the right to remove, suspend, or correct an athlete whose conduct or actions are detrimental or distracting to the team and integrity of CEDAR HILL ISD Athletics or any other such violations of which the Head Coach deems necessary to inform the Director of Athletics.



Transportation Of Students

A. Procedure

CHISD school vehicles are to be used to transfer all athletic groups whenever possible. High school athletic trips are to be within a 100 mile radius of the school district except for playoff contests beyond this limit. It is the responsibility of each CHISD Head Coach to submit a transportation request at least three weeks prior to the trip. Transportation requests must be submitted to the athletic secretary. When a school bus is not practical because of distance and size of group, transportation may be in a contracted vehicle. The use of contracted vehicles must be approved and arranged by the Executive Director of Athletics. Drivers of rental vehicles must have prior approval from CHISD Athletic Department 3 weeks prior to the trip. An employee of the district who uses their own personal vehicle for school business must first receive approval from the Athletic Director. If you incur a traffic violation, you will personally be responsible for that expense. **Students may not be transported in coaches' personal vehicles at any time.**

Travel by CHISD athletic teams or individual athletes **not directly related to a UIL sanctioned activity** (i.e. ropes course or team retreat) must be approved first by the Executive Director of Athletics then the campus principal.

An Early Release Form needs to be submitted for approval to the Campus Principal and AD for any student trip which will cause athletes to miss academic classes.

All CHISD athletes must travel with the team. All athletes must return with the team unless, prior to the trip, a parent or guardian has completed a **Student Travel Release** form that entitles the student/athlete to be released to the custody of the parents at the completion of the activity or event.

B. Financial Procedures

1. **DO NOT** use hotel.com or any other web-based reservation system as the coach's credit card will be charged immediately. Always ask if a Government rate is available.
2. Coach will need to submit a requisition to the athletic secretary. The Athletic Secretary will process a PO and a check will be issued to the coach (made payable to hotel) to use for payment of hotel room charges.
3. For an entry fee, the district will pay the amount agreed upon by the Athletic Directors Agreement. The remainder must be funded by fundraising efforts.
4. Coach needs to obtain the price of the hotel room(s) (including city tax only) and reserve the room with a credit card. If driving a yellow bus, the bus is reserved using normal procedures and CHISD will pay costs. If driving a rental vehicle, it must be funded through fundraising efforts.

C. Overnight Trips-Lodging and Meal Policy (High School Only)

Coaches planning on attending an over-night function, there is a separate packet for all CHISD extra-curricular. Events must be approved, a separate meeting with parents of student-athletes must be held to sign appropriate forms, and information must be turned in 10 days prior to departure. Forms are available on our website, under popular links:

https://drive.google.com/file/d/1rcT4Xq3sQRAbqvnp8IT7F5FrQFG_gsh/view

After obtaining approval from the Director of Athletics, the coach of any team making an overnight trip (or a trip of longer duration), must provide the following information to parents and players involved:



1. Purpose of trip.
2. Date and time of departure.
3. Date and estimated time of arrival home.
4. Where the team will be housed.
5. How parents may contact players by telephone in case of an emergency.
6. If players must defray a portion of the aforementioned expenses, indicate the amount assessed each player.
7. The coach must also provide the following:

Overnight student trip rules and regulations, standards of behavior for students participating in day or overnight trips for extracurricular activities and consent to inspection of bags and personal items while participating in day or overnight trips for extracurricular activities. (see below)

Selecting A Hotel/Motel

1. Consider a location in relation to the playing site.
2. The hotel/motel should be clean and comfortable.
3. Determine the price for four in a room, three in a room, etc. Request special rates
4. Rooms cannot be outside rooms or on the ground floor.

Making Reservations

1. Make them as early as possible. Give your name, your school and the school telephone number.
2. Make a note of the name of the individual you talked to in case of later problems.
3. Indicate the estimated time of arrival and guarantee the rooms, if necessary.
4. Make arrangements for billing.
5. Indicate your school's tax free number. Submit a purchase order from your school as proof of status and, if possible, pay the bill with a school check. Determine the exact amount of the bill in advance.
6. Determine, check out time and plan accordingly. Is late check out possible? If late check out is necessary, perhaps you can hold only one or two rooms for late check out.

Checking In

1. Give the hotel/motel a list of names, by room, as you have assigned them.
2. Study the room plan, available rooms and locate your chaperons accordingly.
3. Request keys, for your chaperons, for all rooms so room checks can be made.
4. Indicate the individual the hotel/motel should contact for approval of room expenses, in case of excessive noise from rooms, etc.
5. Check all rooms for any damage by previous occupants. Inform hotel/motel management of any deficiencies you find, prior to occupying the rooms.
6. Block pay-per-view television channels and long distance.

During Your Stay

1. Check with hotel management to see if there are any problems with your athletes.
2. **Use the keys you have to conduct room checks. Be Seen.**
3. Remember, even if you have lost, the team housed next to you may have won and they want their sleep.
4. Make certain your athletes understand what is expected of them and that they abide by those rules.
5. Always have a chaperone in the hotel when your athletes are there.
6. In no case should athletes be left without adult supervision.
7. In no case should male and female athletes be in the same room at any time.

Checking Out

1. Settle all bills by the previously agreed method.
2. Make a final check to determine if your group has been associated with any problems.
3. Coaches check rooms.
4. Express your appreciation to hotel/motel management for their cooperation.

Food Expenses

1. The coach in charge will pay all team meals with the "P" card which will be obtained in advance from the Business office.
2. Coach will return all meal receipts to the Athletic Director and the "P" card to the Business office immediately upon return to school.

Athletic Equipment And Facilities (High School And Middle School)

Equipment And Inventory

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

Maintenance

Each CHISD Head Coach is responsible for the general care and maintenance of his/her facility. All work orders must be submitted to the Athletic Department Secretary.

Building Modifications

The Director of Athletics must receive prior approval before a building modification or initiation of a facility modification/enhancement/addition. A complete summary of funding sources/plans and project description must be submitted to the AD in order to obtain input/approval from the Director of Maintenance.

Athletic Facility Reservations

The scheduling of secondary athletic facilities (7-12) will be handled by the Director of Athletics. Facility Reservation Forms must be submitted to the athletic secretary to secure the scheduling of an athletic facility. The athletic classrooms must also be reserved. Facility reservations for non-CHISD athletic activities must be submitted to the AD for approval.

Public Relations

Athletic Booster Clubs

Booster Clubs can be extremely important when managed correctly. The Athletic Booster Club is under the supervision of the Executive Director of Athletics. The Athletic Booster Club must operate within the guidelines and procedures as set forth by CHISD and the UIL. Head Coaches will be held responsible for UIL/CHISD compliance.

Relationship With The School

The superintendent or a designee who does not coach or direct a UIL contest has approval authority over booster clubs and should be invited to all meetings. All meetings should be open to the public. Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school.

Club Finances/Fundraising/Spending/Stipends/Gifts To Coaches

- Money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the school to use at its discretion.
- Fundraising projects are subject to state law. Nonprofit or tax-exempt status may be obtained from the Internal Revenue Service.
- Community-wide sales campaigns should be coordinated through the school administration to minimize simultaneous sales campaigns.
- Sales campaigns should be planned carefully to ensure that the projects provide dollar value for items sold, and that most of the money raised stays at home. Otherwise donations are often more rewarding than letting the major part of the money go to outside promoters.

- Fundraising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
- Individuals who actively coach or direct a UIL activity should serve in an advisory capacity to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds. Coach's wish-lists should have received prior approval from school administration before submission to boosters.
- Coaches and directors of UIL academics, athletics and fine arts may not accept more than \$300 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift.
- The district may pay a stipend, fixed at the beginning of the year, as part of the annual employment contract. The amount of the stipend can't depend on the success of a team or individual. In other words, a coach can't receive more money if a team or individual qualifies to a region or state.
- Funds are to be used to support school activities. To provide such funding for non-school activities would violate UIL rules and the public trust through which funds are earned.



Athletic Booster Club Restrictions

- Booster clubs cannot give anything to students, including awards. Check with school administrators before giving anything to a student, school sponsor or coach. Schools must give prior approval for any banquet or get-together given for students. All fans, not just members of the booster club should be aware of this rule. It affects the entire community.
- Unlike music and academic booster clubs, athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for out of town meals. It would be a violation for booster groups or individuals to pay for such costs directly.

Individuals should be informed of the seriousness of violating the athletic amateur rule.

- The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation.
- Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete.
- Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, saleable or consumable. Saleable food items or trinkets given to athletes by students, cheerleaders, drill team members, little/big sisters, school boosters, and parents of other students, teachers or others violate this rule.
- Homemade "spirit signs" made from paper and normal supplies a student purchases for school use may be placed on the students' lockers or in their yards. Trinkets and food items cannot be attached. Yard signs should be made of commercial quality wood, plastic,

etc. If not purchased or made by the individual player's parents, they must be returned after the season.

- The school may also provide supplies for games and practices and transportation for school field trips. Students should pay admission fees during school field trips.

Parties for athletes are governed by the following State Executive Committee interpretation of Section 441: **valuable consideration school teams and athletes may accept:**

1. **Pre-season.** School athletic teams may be given pre-season meals, if approved by the school.
2. **Post-season.** School athletic teams may be given postseason meals if approved by the school. Banquet favors or gifts are considered valuable and are subject to the Awards and Amateur Rules if they are given to a student athlete at any time.
3. **Other.** School athletic teams and athletes may be invited to and may attend functions where free admission is offered or where refreshments and/or meals are served. Athletes or athletic teams may be recognized at these functions but may not accept anything other than food items that are not given to all other students.

Valuable Consideration That School Teams And Athletes May Accept

Examples of items deemed allowable under this interpretation if approved by the school, include but are not limited to:

- meals, snacks or snack foods during or after practices;
- parties provided by parents or other students strictly for an athletic team; Local school district superintendents have the discretion to allow student athletes to accept small "goodie bags" that contain candy, cookies or other items that have no intrinsic value and are not considered valuable.

General Guidelines

SPORT PROGRAMS

A. Participation In Multiple Sports

CHISD Athletic Department Guidelines allows and encourages a student/athlete to compete in multiple sports as long as the student/athlete can abide by all team rules and regulations and there is no seasonal conflict. No coach shall discourage any athlete from participating in multiple sports. A student/athlete who decides to quit one sport and enter another will be ineligible for participation in another sport until the end of the season for the sport for which he/she has quit, or unless the head coaches of both sports mutually agree to the student/athlete's participation.



B. Outside Participation

A student can participate on a non-school team while participating on a school team of the same sport. However, missing a school event to participate in a non-school event will count as an unexcused absence. Club Sports – **Make every effort to coexist without jeopardizing UIL/District or CHISD guidelines regarding participation/recognition and coaching.**

C. Team Rules

Team rules are to be established by each head coach and based on UIL and CHISD policies and administrative guidelines and regulations. Team rules should be approved by the Executive Director of Athletics. **A copy of rules, parent/athlete handbook must be given to the Director of Athletics during the pre-season meeting.**

D. Athletic Award Guidelines

Each Head Coach is responsible for establishing and adhering to the criteria by which an athlete may letter. As the demands and expectations of each sport are different, so will be the letter criteria. Basic considerations such as attendance, eligibility, sportsmanship, citizenship, training rules, participation and general attitude will be included in each coach's criteria. It is up to each Head Coach to inform his/her athletes of the CHISD Athletic Award guideline criteria prior to the start of his/her specific season. Lettering criteria for each sport should also be submitted to the AD and communication to the parents of athletes via pre-season parent information meeting.

Letter Jacket:

- Awarded one time during an athlete's high school career. A letter jacket is received for the first letter an athlete receives. Letter jackets must be paid for by the student/athlete. A student/athlete quitting a sport after the first contest will forfeit any award for that sport. The athletic secretary will notify coaches when Letterman jacket packets are delivered from the vendor. Each head coach must distribute a packet to each athlete who has earned a jacket. There will also be posters throughout the school so students will be aware of when/where to order jackets. **Students will be responsible for purchasing their own jackets.**

General Requirements for Lettering:

- If an athlete fails a class that affects the season it could be considered grounds for not lettering based upon the judgment of the Head Coach.
- If a player is injured in a sport, it is up to the Head Coach as to whether that athlete will letter.
- Managers/Student Athletic Trainers -- Managers will receive appropriate awards based upon recommendation of Head Coach. Student Trainers will receive appropriate awards based upon recommendation of the Head Athletic Trainer.

Middle School Awards:

- A participation certificate may be awarded to each athlete for every sport he/she participates in. Criteria for these awards will be set by the Athletic Coordinator & Director of Athletics.

E. Media Relations

Media relations will be handled cordially and professionally. The Executive Director of Athletics must approve any media requests and/or interviews. If you have anyone contact you about coming to a game or practice, our office must know prior to the competition or practice. This information will also be shared with our Communications Department.

F. Alumni Relations

Each head coach is responsible for promoting and fostering relationships with alumni.

G. Athletic Program Public Relations

Each Head Coach is responsible for promoting his/her program within the guidelines of the UIL and CEDAR HILL ISD policies. **Any unusual public relations promotions must be approved by the Director of Athletics.**

H. Social Media/Team Websites

- *REMIND 101/ SportsYou:* It is strongly recommended that when communicating with student-athletes, coaches utilize the Remind 101 or SportsYou social media application.

This program provides safe communication between coaches, student-athletes and parents.

- *Website:* It is the responsibility of the head coach to show the community that we do develop quality student athletes and successful athletic programs. Our athletic events are the windows to our programs, coaches and athletes. Promote your program through keeping your sport page up to date on our website, creating a team facebook, twitter, etc. You **MUST** constantly sell your program and get as much positive PR as possible.

**YOU MUST
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AND GET AS MUCH
POSITIVE
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POSSIBLE.**



I. Athletic Banquets

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

J. UIL - Pre-Season Regulations

Practice Regulations outside the School Year: **Any UIL practice conducted by a school outside the school day must be in accordance with the following regulations:**

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

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

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

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

K. Off-Season Programs

Athletic Period Guidelines: Each CHISD 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 CHISD Head Coach will operate a quality off-season program in regard to his/her sport. Students/athletes will remain in the off-season program and attend the other sport after school.

- **Communication between the sending and receiving coach must take place before a student-athlete can change athletic periods.** Students/athletes remaining in the off-season program are to be excused from off-season workouts on game days of other sports.

Summer Strength/Conditioning Camps: Summer strength and conditioning camps must be in compliance with UIL and CHISD guidelines.

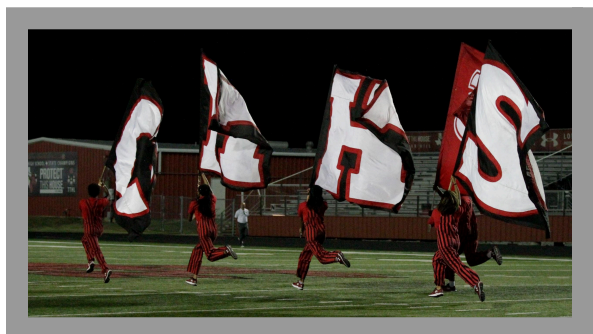
- All camps must be approved by the AD. Dates and times must be approved through the Athletic Secretary and Director of Athletics.

Parent Communication

General Guidelines

Communication parents should expect from their child's coach:

- Expectations the coach has for your son or daughter, as well as other players on the team.
- Locations and times of practices and contests.
- Team requirements, i.e., fees, special equipment needed, school and team rules, off-season expectations.
- Procedures that will be followed if your child becomes injured during participation.



Communication coaches expect from parents:

- Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place.
- Specific concerns in regard to the coach's philosophy and/or expectations.
- Notification of any schedule conflicts well in advance.

Parent Meeting Guidelines

Every sport will conduct a pre-season parent meeting that will be coordinated with the AD. Every Head Coach must keep a sign-in sheet of parents attending the meeting. This meeting will be held before the start of that respective sports first contest. The Athletic Department must be informed of the parent meeting and then the facility must be reserved with the athletic office. The purpose of your parent meeting is to address some of the below listed issues.

- 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.
- 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.
- 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.
- Allow parents to ask questions regarding organizational and administrative procedures and guidelines regarding your program or the entire Athletic Program.
- To use this meeting to disperse any program or Athletic Department information that needs to go out to the parents.

One or both parents athlete's, your staff, and an athletic booster club representative should be present at the pre-season parent meeting. Provide sign-in sheets requesting: Name, Address, Phone Numbers, Athlete's Name. Also collect a birth certificate for each athlete, PAPF forms, Proof of Residency (Copy of Utility Bill), etc. which you might need.

It is up to the Head Coach to contact all parents and let them know the time/date and place of meeting, along with what they need to bring either by sending an email or sending a letter home with athletes. **You must provide the AD with a copy of your letter prior to sending it out.** Make every effort to have an athletic trainer present information on insurance, the campus treatment guideline, training room hours, doctors notes, etc.

Agenda Items Required to Cover in Parent Meeting

- i. Overview
 - a. Welcome
 - b. Introduction of staff, booster club representative, athletic trainer
 - c. Program coaching philosophy, style of play, new UIL rules
- ii. Information
 - a. How teams will be chosen
 - b. Criteria for lettering and other awards
 - c. Team rules
 - d. Attendance requirements
 - e. Academic requirements- Eligibility, Review Amateur Athletic Rule
 - f. Role of Referee
 - g. Philosophy on multiple sport participation (we encourage it!)
 - h. Trainer Service available
 - i. Provide practice / game schedules, explain Rank One
 - j. Communication tree
 - k. Travel Guidelines (transportation, departure/return via alternate method, dress guidelines, conduct)
 - l. Maps/directions to events
 - m. Equipment guidelines
 - n. Have the Booster Club rep discuss membership, fundraising, etc.
 - o. CHISD Athletic web site (how to find schedules, results, directions, sport web page, etc.)
 - p. No telecommunication devices used for video or pictures in locker rooms w/out coach approval
 - q. Pursuing Victory with Honor program
 - Introduce campaign
 - Show slideshow
 - Explain unacceptable behavior
- iii. Athletic Code of Conduct
- iv. Question and Answer / Discussion topics
 - b. Provide coaches email address, contact phone numbers, conference period
 - c. How can parents be involved?
 - d. How will we celebrate our successes and handle our defeats?
 - e. Invite questions/comments
- i. Closing remarks
 - a. Concluding remarks
 - b. Distribute parent packets
 - c. Summary of Coaching Responsibilities

Professional Guidelines For Coaching Staff

Coaches of athletic sports have a unique opportunity to influence students in a positive way. The lessons of teamwork, dedication, good sportsmanship, etc. are invaluable to students both while in



school and as they transition later into the workforce. Cedar Hill Independent School District ("District") values the role of the entire coaching staff and thanks to these men and women who give countless hours, including many outside the traditional business day hours.

These Guidelines are established to enhance the safety of our students and staff and to prevent false allegations against District personnel. Once an accusation is made, even if completely untrue, a person's reputation may be immediately damaged. Therefore, the coaching staff should spend time implementing these Guidelines and seeking additional support from the District's administration to prevent harm to students and false allegations against staff. The term "parent" shall be used herein to mean both parent and/or legal guardian.

Title IX

As a reminder, Title IX of the Education Amendments of 1972 prohibits sex discrimination against students and employees of educational institutions. **Title IX prohibits discrimination, exclusion, denial, limitation, or separation based on gender in any education program or activity receiving federal financial assistance, including the District's athletic program.**

More importantly, Title IX regulations explicitly prohibit sex discrimination, which includes sexual harassment. It is important to recognize that Title IX's prohibition of sexual harassment does not extend to legitimate nonsexual touching or other nonsexual conduct. For example, a high school athletic coach hugging a student who made a goal or a teacher's consoling hug for a child with a skinned knee may not be considered sexual harassment. Similarly, one student's demonstration of a sports maneuver or technique requiring contact with another student is not usually considered sexual harassment. However, in some circumstances, nonsexual conduct may take on sexual connotations and may rise to the level of sexual harassment. For example, a teacher's hugging and putting his or her arms around students under inappropriate circumstances could create a hostile sexual harassment environment. Accordingly, the District's coaching staff should observe all District policies pertaining to conduct with students. For further guidance, please see District Policy DHC (Local) and these Guidelines.

Parent Meeting Information

Often, coaches conduct an initial meeting with parents to discuss expectations, schedule, rules, etc. The District strongly encourages these meetings early in the season. Parents need to have a clear understanding of what the District's athletic program(s) consists of and your expectations for their sons/daughters. Please allow parents to ask questions regarding organizational and administrative procedures and policies regarding your program. Additionally, please use this meeting to disperse any information and forms which need to go out to the parents.

During this meeting, coaches should be candid with parents about expectations, including but not limited to the following topics:

- the District's concern for the safety of students and the need for parents to raise any concerns immediately with staff;
- the role of parents in teaching their children about inappropriate behavior and how to report it;
- student eligibility for participation in District athletic and extracurricular activities;
- staff grading policies and applicable UIL rules and requirements;
- proper sportsmanship behavior of parents at all training sessions and games and the possible consequences of disruptive behavior;
- procedures for immediately reporting injuries and/or medical conditions of students which could interfere with a student's continued participation in an athletic program;

- the rules of transportation, including the procedure for students who travel on buses (who therefore must return on the buses per District policy);

Safety and Abuse Prevention Guidelines

For the protection of both students and staff, no District employee should ever be alone with a student. Staff should ensure that at least one other student and/or one other adult is present at all times. Special efforts will need to be made during travel for sporting events to ensure that this provision is strictly followed. When employees need to communicate with students outside the hearing of other persons, they should do so in an open area, with no physical contact, and within the sight and/or sound of others. Meetings in an office should be conducted with the door open.

- To the extent possible, employees should not place excessive telephone calls to students.
- No employee should ever write, email, call, or otherwise communicate with a student if the communication is intended to be private. Notes of encouragement may be appropriate if also addressed to the student's parents.
- Never ask an athlete not to tell his/her parents about an incident which has occurred.
- Never write or say anything to a student that you would not be comfortable sharing with the student's parents or the administration.
- Avoid giving athletes repeated compliments that focus on physical attributes.
- Employees should not be alone with current or potential students outside of work-related activities. This includes babysitting, sleepovers, and inviting students home.
- Never arrange to meet an athlete away from school without parent permission.
- Employees should not transport students in their personal vehicle. Never, except in a true emergency, transport a student in your vehicle without parent consent.
- While on trips away from school, no chaperone or coach should be alone with an athlete for any reason at any time.
- No employee should ever pat a student on any private part of the body, including but not limited to the bottom.
- Coaching staff should not initiate physical contact with students other than a high five or a pat on the back. If any student ever expresses any discomfort with any of these contacts, then no further contact should be had.
- The coach must be consistent with the use of proper language and ways to professionally convey his/her message – demeaning, degrading and profane language have no part in the coach's vocabulary.
- Be aware of the fact that there are two issues: actually crossing the line and the appearance of crossing the line. Please take affirmative steps to avoid both, including but not limited to ensuring that a coach of the same sex is involved in the coaching of students of that sex.

**STAFF SHOULD
ENSURE THAT AT
LEAST ONE OTHER
STUDENT AND/OR
ONE OTHER ADULT
IS PRESENT AT
ALL TIMES.**



Sexual Harassment and Reporting Suspected Abuse

District employees shall not engage in conduct constituting sexual harassment or sexual abuse of students. Sexual harassment includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students constitute unprofessional conduct and are prohibited. For further information see District Policy DHC (LEGAL).

- i. *Reporting:* Any District employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law. See District Policy FFG (LEGAL).

Any employee who suspects or knows that a student is being sexually harassed or sexually abused by a school employee or by another student shall inform his or her principal, immediate supervisor, or Title IX coordinator, and make a report to the appropriate authorities. See District Policy DHC (Local).

- ii. *Investigations:* Any allegations of sexual harassment or sexual abuse of students will be investigated and addressed while the employee is on administrative leave. In considering and investigating allegations that an employee has sexually harassed or sexually abused a student, the investigation shall proceed from the presumption that the employee's conduct was unwelcome. See District Policy DHC (Local).

Sports Medicine Guidelines (High School And Middle School)

Physical Guidelines

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

- The student is required to use the Pre-participation - Physical Examination Form. **NO OTHER Physical Examination Form can be accepted as per the UIL. A new physical exam must be given prior to each school calendar year.**

The required forms are:

1. CHISD Athletic Guidelines and Code of Conduct Notification and Agreement/ Student Information
2. Parent Authorization to Consent to Treatment of Student Athlete
3. UIL Pre-Participation Physical Evaluation- Medical History and Physical Examination
4. UIL Parent and Student Notification/Agreement Form- Illegal Steroid Use and Random Steroid Testing High School Only)
5. UIL Concussion Acknowledgement Form
6. UIL Acknowledgement of Rules
7. CHISD Voluntary Drug Testing Agreement
8. Football Helmet Information Sheet/Inspection Checklist (Football Only)

NOTE: Prior to participating in a UIL sanctioned competition, each athlete in grades 9-12 must also provide:

1. A copy of the athlete's birth certificate. (The birth certificate is required for the first year only.)
2. A copy of a current utility bill (water, gas, or electric bill) from the household in which the athlete is residing. (A new utility bill is required every year.)

Training Room Treatment/Evaluation Guidelines

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

1. Treatments are to be administered only to student-athletes from CEDAR HILL ISD. **All**

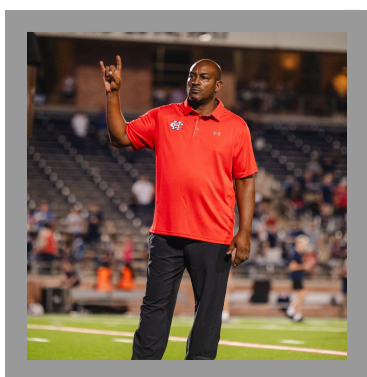
must have a current physical and consent to treat on file in order to receive treatment.

2. Only athletes who are involved in a UIL activity will be treated.
3. Any athlete who is under the care of a physician must provide written documentation of treatment protocol, restrictions, and release for return to play. The athlete must also pass a functional test with the athletic trainer.
4. No injuries that are the result of a motor vehicle accident will be seen.

Heat And Hydration Guidelines

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

General Considerations for Risk Reductions:



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

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

General Guidelines:

1. An initial complete medical history and physical exam.
2. Gradual acclimatization of the athlete to hot/humid conditions is a must. We advise that student-athletes should gradually increase exposure to hot and/or humid environmental conditions over a period of seven to 10 days to achieve acclimatization.
3. Clothing and protective gear can increase heat stress. Dark colors absorb solar radiation, clothing and protective gear interfere with the evaporation of sweat and other avenues of heat loss. During the acclimatization process, student athletes should practice in T-shirts, shorts, socks and shoes. Rubberized suits should never be worn.
4. To identify heat stress conditions, regular measurements of environmental conditions will be taken. CHISD will use Perry Weather.

2025-2026 Recommended Heat Protocols and Procedures for Outside UIL Athletic and Marching Band Activities

In 2023, the UIL approved **Wet Bulb Globe Temperature (WBGT)** as the recommended forecast measurement to be used to monitor environmental conditions during outdoor physical activities. WBGT estimates the effect of temperature, relative humidity, wind speed, and solar radiation using a combination of temperatures from three thermometers.

The American College of Sports Medicine has recommended WBGT guidelines that dictate modifications in activity (work: rest ratios, hydration breaks, equipment worn, length of practice) at given WBGT temperatures to prevent

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ACTIVITIES AT
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Exertional Heat Stroke. The below table represents modified guidelines from the American College of Sports Medicine regarding:

- The scheduling of practices at appropriate WBGT levels
- The ratio of workout time to time allotted for rest and hydration at various WBGT levels
- The WBGT levels at which activities should be terminated

It is recommended that UIL member schools utilize WBGT to monitor practice and workout conditions and alter practices as outlined in the chart below based on recommendations from the American College of Sports Medicine.

WBGT Activity Guidelines		
Class 3	Class 2	Activity Guidelines
< 82.0	<79.7	Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.0 - 86.9	79.7 - 84.6	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.0 - 90.0	84.7 - 87.6	Maximum practice time is 2 hours; <u>For Football</u> : players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports</u> : Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
90.1 - 92.0	87.7 - 89.7	Maximum practice time is 1 hour; <u>For Football</u> : No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports</u> : There must be 20 min of rest breaks distributed throughout the hour of practice.
≥92.1	≥89.8	No outdoor workouts. Delay practices until a cooler WBGT is reached.

**Values in the above chart are WBGT measurements (not temperature or heat index measurements).*

Lightning Guidelines

While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed. Prevention and education are the keys to lightning safety.

The athletic trainer, head coach and/or administrator using one of the two following methods will monitor conditions:

- **Perry Weather** – This is an internet based weather reporting system that utilizes GPS to record active lightning strikes. When a suspicious cloud/storm approaches, the athletic trainer/ head coach, assistant coach or administrator will monitor Perry Weather. Once the cloud/storm reaches the 10 mile range, the field will be evacuated.

Evacuation Procedures

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

Resume Practice and Competition

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

1. An "ALL CLEAR" notice has been received by Earthnetworks.
2. No lightning strike has been detected within 10 miles for 30 consecutive minutes.

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

Cold Weather Guidelines

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

Risk factors

- **Low air temperature** - When cold exposure exceeds or overwhelms the body's ability to compensate for heat loss due to the external environment.
- **Wind chill** - Figure 1 provides a wind-chill index chart that identifies the risks associated with the interaction of the wind speed and air temperatures.
- **Moisture** - Wet skin freezes at a higher temperature than dry skin.
- **Exposed skin** - Heat loss occurs primarily through convection and radiation to the external environment, but may also include evaporation if the skin is moist. This is a concern for those exercising and sweating in cold environments.
- **Insulation** - The amount of insulation from cold and moisture significantly affects thermoregulation.
- **Dehydration** - Negatively influences metabolism and thermoregulation.
- **Alcohol** - Increases peripheral blood flow and heat loss; can also disrupt the shivering mechanism.
- **Caffeine** - Acts as a diuretic, causing water loss and dehydration
- **Tobacco** - Acts as a vasoconstrictor; increasing the risk of frostbite.



Cold Weather Caution: When temperature or wind-chill (lower than the actual temperature) is from **40° F- 32° F**.

- No modification of practice, but a warning will be given to coaches and athletes Watch "high risk" athletes

Cold Weather Warning: When temperature or wind chill is from **32° F - 28° F**, there may be a modified outside participation of 45 minutes.

- Warm-up to be started indoors (stretching, etc.) to not take away from 45 min.
- A practice that keeps individuals moving, try to avoid working up a big sweat in the first 20 minutes, having them be wet, and then sit around watching.
- Wearing a hat that covers the ears, and some sort of gloves to cover the hands are required.
- Keeping a very close eye on “high risk” athletes
- If available, a cool-down indoors.

Cold Weather Termination: When temperature or wind chill reaches **28° F** and below, there may be a termination of outside practices and games.

Concussion Guidelines

Concussion received by participants in sports activities is an ongoing concern at all levels.

Recent interest and research in this area has prompted reevaluations of treatment and management recommendations from the high school to the professional level. Numerous state agencies throughout the U.S. responsible for developing guidelines addressing the management of concussion in high school student-athletes have developed or revised their guidelines for concussion management. The present document will update the UIL requirements for concussion management in student athletes participating in activities under the jurisdiction of the UIL.

Definition of Concussion

There are numerous definitions of concussion available in medical literature as well as in the previously noted “guidelines” developed by the various state organizations. The feature universally expressed across definitions is that concussion 1) is the result of a physical, traumatic force to the head and 2) that force is sufficient to produce altered brain function which may last for a variable duration of time. For the purpose of this program the definition presented in Chapter 38, Subchapter D of the Texas Education Code is considered appropriate:

“Concussion” means a complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may:

- A. include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns; and
- B. Involve loss of consciousness.

Concussion Oversight Team (COT):

According to TEC Section 38.153:

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

The CHISD Concussion Oversight Team

Julie Torre - Head Athletic Trainer
 Marc Megill - Head Athletic Trainer
 Todd Kiefer- Assistant Athletic Trainer
 Thomas Rhodes - MS Athletic Trainer

**CONCUSSION: 1) THE
 RESULT OF A
 PHYSICAL, TRAUMATIC
 FORCE TO THE HEAD
 AND 2) THAT FORCE IS
 SUFFICIENT TO
 PRODUCE ALTERED
 BRAIN FUNCTION
 WHICH MAY LAST FOR
 A VARIABLE DURATION
 OF TIME.**



Responsible Individuals:

At every activity under the jurisdiction of the UIL in which the activity involved carries a potential risk for concussion in the participants, there should be a designated individual who is responsible for identifying student-athletes with symptoms of concussion injuries. That individual should be a physician or an advanced practice nurse, athletic trainer, neuropsychologist, or physician assistant, as defined in TEC section 38.151, with appropriate training in the recognition and management of concussion in athletes. In the event that such an individual is not available, a supervising adult approved by the school district with appropriate training in the recognition of the signs and symptoms of a concussion in athletes could serve in that capacity. When a licensed athletic trainer is available such an individual would be the appropriate designated person to assume this role. The individual responsible for determining the presence of the symptoms of a concussion is also responsible for creating the appropriate documentation related to the injury event.

Manifestation/Symptoms

Concussion can produce a wide variety of symptoms that should be familiar to those having responsibility for the well-being of student-athletes engaged in competitive sports in Texas.

Symptoms reported by athletes may include:

- headache
- nausea
- balance problems or dizziness
- double or fuzzy vision
- sensitivity to light or noise
- feeling sluggish
- feeling foggy or groggy
- concentration or memory problems
- confusion.



Signs observed by parents, friends, teachers or coaches may include:

- appears dazed or stunned
- is confused about what to do
- forgets plays; is unsure of game, score or opponent
- moves clumsily
- answers questions slowly
- loses consciousness
- shows behavior or personality changes
- cannot recall events prior to hit
- cannot recall events after the hit.

Any one or group of symptoms may appear immediately and be temporary, or delayed and long lasting. The appearance of any one of these symptoms should alert the responsible personnel to the possibility of concussion.

Response to Suspected Concussion

According to TEC section 38.156, a student shall be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition:

- A coach;
- A physician;
- A licensed healthcare professional; or
- The student's parent or guardian or another person with legal authority to make medical decisions for the student.

If a student-athlete demonstrates signs or symptoms consistent with concussion, follow the “Heads Up” 4-Step Action Plan:

1. The student-athlete shall be immediately removed from game/practice as noted above.
2. Have the student-athlete evaluated by an appropriate health care professional as soon as practicable.
3. Inform the student-athletes parent or guardian about the possible concussion and give them information on concussion.
4. If it is determined that a concussion has occurred, the student-athlete shall not be allowed to return to participation that day regardless of how quickly the signs or symptoms of the concussion resolve and shall be kept from activity until a physician indicates they are symptom free and gives clearance to return to activity as described below. A coach of an interscholastic athletics team may not authorize a student's return to play.

Return to Activity/Play Following concussion 1: According to TEC section 38.157:

A student removed from an interscholastic athletics practice or competition under TEC Section 38.156 (suspected of having a concussion) may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- A. the student has been evaluated; using established medical protocols based on peer reviewed scientific evidence, by a treating physician chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student;
 - B. the student has successfully completed each requirement of the return-to-play protocol established under TEC Section 38.153 necessary for the student to return to play;
 - C. The treating physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play; and
 - D. The student and the student's parent or guardian or another person with legal authority to make medical decisions for the student:
 1. Have acknowledged that the student has completed the requirements of the return-to-play protocol necessary for the student to return to play;
 2. Have provided the treating physician's written statement under Subdivision (3)
- (3) To the person responsible for compliance with the return-to-play protocol under Subsection (c) and the person who has supervisory responsibilities under Subsection (c); and
3. Have signed a consent form indicating that the person signing:
 - (i) Has been informed concerning and consents to the student participating in returning to play in accordance with the return-to-play protocol;
 - (ii) Understands the risks associated with the student returning to play and will comply with any ongoing requirements in the return-to-play protocol;
 - (iii) Consents to the disclosure to appropriate persons, consistent with the Health Insurance Portability and Accountability Act of 1996 (Pub. L. No. 104-191), of the treating physician's written statement under Subdivision (3) and, if any, the return-to-play recommendations of the treating physician; and
 - (iv) Understands the immunity provisions under TEC Section 38.159.' The UIL will provide standardized forms for the 'Return to Play' procedure.

According to the UIL Concussion Management Protocol, following clearance and compliance with the above information, supervised progression of activities should be initiated utilizing the now standardized protocol:

1. Student-athletes shall be symptom free for 24 hours prior to initiating the return to play progression.

2. Progress continues at 24-hour intervals as long as the student-athlete is symptom free at each level.
3. If the student-athlete experiences any post-concussion symptoms during the return to activity progression, activity is discontinued and the student-athlete must be re-evaluated by a licensed healthcare professional.

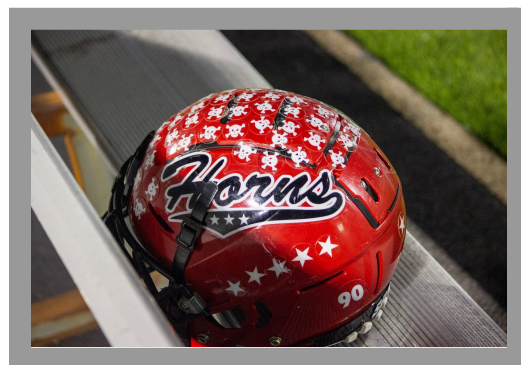
Subsequent concussion

Any subsequent concussion requires further medical evaluation, which may include a physical examination prior to return to participation. Written clearance from a physician is required as outlined in TEC Section 38.157 before any participation in UIL practices, games or matches.

Potential Need for School/Academic Adjustments & Modification Following Concussion (Return to Learn)

It may be necessary for individuals with concussion to have both cognitive and physical rest in order to achieve maximum recovery in the shortest period of time. In addition to the physical management noted above, it is recommended that the following be considered:

1. Notify the school nurse and all classroom teachers regarding the student athlete's condition.
2. Advise teachers of post-concussion symptoms.
3. Students **may** need (only until asymptomatic) special accommodations regarding academic requirements (such as limited computer work, reading activities, testing, assistance to class, etc.) until concussion symptoms resolve.
4. Students may only be able to attend school for half days or may need daily rest periods until symptoms subside. In special circumstances the student may require homebound status for a brief period.



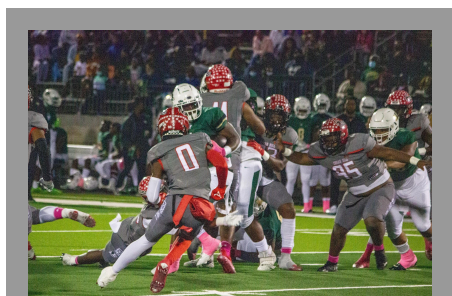
Addendum:

When evaluating an individual who has sustained a concussion, always keep in mind that you are evaluating three separate domains of brain function: Physical/Motor, Cognitive, and Behavioral/Emotional. These represent functions of widely different anatomical regions in the brain (although there are cross over/dual functions in some areas).

Evaluation should focus on each domain separately; never assume that if one domain is symptom free the others will also be without symptoms. Separate evaluation protocols/instruments are employed to assess each domain. Documentation of the method of assessment is always helpful to have for subsequent examiners.

Emergency Action Plan For Athletics

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



As emergencies may occur at any time and during any activity, all school activities workers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to

provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared.

This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning.

Evacuation Plan for Athletic Events at High School

Evacuation Plans for Longhorn Stadium: (game workers will have assignments to assist with evacuation)

- Cedar Hill athletes report to varsity locker room via door number 17
- Opponents report to the freshman locker room via door number 15
- Referees report to the Girls Soccer locker room via door number 18
- Cedar Hill's fans report to the competition gym via door number 22
- Opponent's fans report to the cafeteria via door number 33
- Band reports to the band hall via door number 33
- Drill Team reports to the dance hall via door number 26 or 28
- Cheerleaders report to their locker room via door number 22 or 33

Evacuation Plan for Baseball/Softball

- Cedar Hill athletes report to varsity locker room
- Opponents report to gym C or bus
- All Fans move inside vehicles
- Officials report to the coach's office

Evacuation Plan for Tennis

- Cedar Hill athletes go into the player locker rooms at courts or via door number 23
- Opponents report to gym C via door number 24
- All fans report to the "B" gym via door number 24 or go to vehicles

Evacuation Plan for Soccer on Grass Field

- Cedar Hill athletes report to varsity locker room
- Opponents report to their bus or Gym C via door 22
- Referees report to their vehicles
- All fans move to vehicles

Evacuation Plan for Soccer on Turf Field

- Cedar Hill athletes report to their locker room via door number 18 or 19
- Opponents report to JV football locker room via door number 16
- Referees report to room 901 via door number 22
- All Fans report to Gym C via door number 22

Evacuation Plan for Track Meet

- Cedar Hill Athletes report to their locker room via door number 24
- Other athletes report to Gym C via door number 22
- All Fans report to room the Gym B via door number 21

Evacuation Plan for Cross Country Meet at Lake Ridge

- Bathrooms or Inside Vehicles

Evacuation Plans for Cedar Hill ISD Middle School Athletic Events

Evacuation Plan for Volleyball/Basketball Games at Permenter

- Cedar Hill reports to their Locker Room
- Visiting Team reports to opposite available Locker Room
- Referees report to Coaches office
- Fans report to the cafeteria

Evacuation Plan for Volleyball/Basketball Games at Permenter(clear the building)

- Cedar Hill reports to the football practice field
- Visiting team reports to their bus
- Referees report the football practice field
- Fans report to their vehicles

Evacuation Plan for Volleyball/Basketball Games at Coleman

- Cedar Hill reports to their Locker Room
- Visiting Team reports to opposite available Locker Room
- Referees report to Coaches office
- Fans report to the cafeteria

Evacuation Plan for Volleyball/Basketball Games at Coleman(clear the building)

- Cedar Hill reports to the football practice field
- Visiting team reports to their bus
- Referees report the football practice field
- Fans report to their vehicles

Athletic Safety Drill Checklist -The athletic trainers will present a scenario such as: An athlete has been participating in drills when he/she suddenly collapses and is lying on the ground unconscious.

Date of Drill: _____ Time of Drill: _____ School: _____ Team: _____

1. Athlete care given by _____.
2. EMS activated by _____.
3. AED retrieved by _____.
4. Athletic Trainer/Nurse contacted by _____.
5. EMS met at designated area by _____.
6. Crowd control handled by _____.
7. Parent Contacted by _____.
8. CHISD police contacted by _____.

An AED was retrieved and available for use within ____ min. (acceptable response time for an AED is 5 minutes)

Coaches Name Print: _____

Signature: _____

Athletic Trainer Name Print: _____

Signature: _____

Business And Accounting Procedures

Budget

All head coaches will work with the Director of Athletics in the development of the athletic budget.

Purchase Order Request And Deliveries

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

Determine The Vendor And Vendor Number

1. Vendors that are currently on contract with CHISD are called Bid Approved Vendors. Some cooperative vendors are also listed. Please see the individual lists on the District website under Purchasing or contact the Athletic Secretary.
2. The vendor is provided as well as the date the contract was awarded or extended. These lists are updated as new contracts are awarded, extended, or expire.
3. The use of vendors that are not currently on contract with CHISD is discouraged unless the commodity or individual item you are seeking cannot be provided by a current contract vendor. A Sole Source form must be on file.

Other Available Contacts

- To provide additional contract resources, CHISD is a member of a number of state approved purchasing cooperatives. Purchasing through the cooperative's awarded contracts satisfies the competitive procurement requirements from the State. Examples of approved purchasing cooperatives are Buyboard, TCPN, etc. (The list of vendors and co-ops is also available on the G drive). If utilizing these contracts for your procurement, you may need to obtain a written quote from the vendor referencing the Cooperative and containing any appropriate contract information required by the Cooperative.
- **Be sure that the information on your Requisition is accurate; vendors will delay processing your Purchase Order if the pricing is incorrect.**
- For purchases from vendors currently on contract with the District or purchasing cooperative, the following information is required for requisition processing (This does not include line items that have been awarded on a contract.):
 - o Purchases \$5,001 to \$9,999, three written quotes are required. The requisition will not be processed until written documentation of the quotes is provided.
 - o **Please do not enter multiple requisitions in an attempt to circumvent the quote requirements as this will only delay your order.**



Frequently Asked Questions

1. Why all the rules? Whose money is it?

School District funding comes from two major sources – Local Taxes & State Taxes. As “keepers” of the taxpayers’ money, we have a responsibility to be “fiscally” responsible – to document that we have received good value for the dollars spent.

2. Where are all the rules?

State statutes, CHISD Board Policies/Administrative Procedures, Texas Education Agency Financial Accountability System Resource Guide (FASRG)

3. What does the Purchasing Department do?

School district spending is looked at in the aggregate. They must look at what the district is spending as a whole, not at one department or school independently. Therefore the Purchasing Department monitors the spending of the schools and departments to ensure compliance with all of the state statutes and local policies. Their goal is to assist us in obtaining better value for our budget dollars.

4. I can buy these items for much lower prices. Why does the District pay more?

There is a cost to doing business with a school district. Companies must process a large number of documents to become an awarded vendor for the school district. They must also agree to abide by the District’s terms and conditions. They must deliver and bill correctly so that the expenditure can be tracked properly. We have strict hours of operation and often even stricter requirements on deliveries. All of this can add to a vendor’s cost. Some vendors refuse to bid to school districts because of this. Unfortunately when this happens, it leaves the District in a position of being unable to do business with that vendor. It can also mean that we may pay more to an awarded vendor than we might have paid to another one who is not an approved vendor.

Purchase Orders - Requisitions

Once you have identified a vendor and gotten required quotes, you must fill out a requisition

Notes on completing your requisition

- Include a copy of your quote with your requisition. (Vendor must send you a quote to be attached for your purchase)
- Fill in all spaces where appropriate – the more information the better. (Example: Varsity Home White Jersey with red numbers outlined in black, list all sizes, what numbers you want on each size, etc.)
- Include any discounts.
- Include shipping if necessary (remember most vendors charge shipping on large items if you are not sure call them).
- Make sure you have included information to properly budget code the PO. You will have access to your supply budget (uniforms & supplies) & your activity account (fundraising money).

After you have completed the requisition, it will automatically be sent to the athletic office.

- Purchase order requests are processed daily from the athletic department.
- It takes up to 5 days for the purchase order to be processed and mailed to the vendor.
- When the order is **fully received and complete**, you must go skyward and receive the items.
- The vendor will not be paid until you “receive” the order.

Misc. Notes:

- Vendors will not release orders without a purchase order number.

- **Do not order directly through the vendor – a purchase order must be issued to provide a proper paper trail for payment and audit.**
- Do not change your order with the vendor after the purchase order has been sent. If a change must be made, call the Athletic Secretary and we will handle it properly.
- Do not accept any double shipments – these are not free – we will be billed.
- Please make sure you have all items on your order before you “receive” the PO.

Entry fees - “Request for Check” form, invitation and any additional funds (payable to Cedar Hill ISD)

- Fill out the “Request for Check” form; this will be emailed to each head coach. All lines must be filled out.
- Attach the meet invitation and/or information letter from the coach/organization that is sponsoring the event. This letter needs to include the cost of the event, who to make the check payable to and the address for mailing.
- Please remember your request needs to be received by **Thursday noon** in order to get a check by the next check run. These checks need at least 10 days of lead time in order to arrive at your event on time.
- The check will be mailed unless you specifically write on the request form that you will pick it up. Be sure to check the current Area Athletic Directors Entry Fee Agreement to make sure you request the correct amount.
- **If it is within the Agreement:** please note on the Check Request Form. The check request form and the tournament invitation must be turned in together to the athletic office.
- **If it is outside the agreement and the allowed amount,** - Additional funds will be needed. The district will only allow \$350.00 per varsity and \$300.00 per JV or Sub-varsity tournament (Baseball, Basketball, Powerlifting, Soccer, Softball, and Volleyball). The district will only allow \$250.00 per varsity and \$150.00 per JV or Sub-varsity tournaments (Cross-Country, Swimming, Team Tennis, & Track & Field). Therefore, additional funds will be needed for the remaining balance of the tournament. The check request form, tournament invitation, and payment for the remaining balance must all be turned in together to the athletic office. Checks must be made **payable to CEDAR HILL ISD**.

Employee Reimbursements/Mileage

All reimbursement must have prior approval by the Executive Director of Athletics before travel arrangement or purchases can be made, you must fill out the District Request to Attend Conference/ Workshop form.

- To insure reimbursement, you must fill out the CHISD Travel Reimbursement Form (www.chisd.net/ business office/ forms & manuals/ travel reimbursement form).
- Once you have submitted the form with all appropriate documents, including parking receipts, hotel receipts, etc. The signed copy and all backup documentation must be given to the Athletic Secretary for final processing.
- **Tape all of your original receipts** to the back piece of paper included with the reimbursement packet. Make sure your name and campus are on each page of the document. Also if you had a hotel stay, we must have the hotel receipt that shows **you paid and a balance of zero.**
- Avoid lumping receipts together in a total – it is time consuming to try and figure which receipts are included



where – if you do lump receipts please show the math for which receipts that are included in each total on the page you have taped them to.

- There is a form to fill out that explains the daily amount for meals (traveling days/ conference days). If you use your own vehicle, list the number of miles traveled and provide a to and from MapQuest backup as documentation. Check form again for your signature. Send in the original form (make a copy for yourself) to be reviewed by the Athletic Office. Once approved, the Athletic Secretary will send it to the Business Office for payment. Please allow 7-14 business days for payment.

Coaching/Membership/Clinics

All Coaches must get prior approval from AD **before** travel arrangements for a clinic are made. All fees for clinic registration, memberships (submitted 21 days in advance of clinic) and meal expenses will be paid for by the district. After the clinic, the coach should complete the **'Employee Reimbursements and Mileage' form**. Be sure to include a copy of your certificate of completion for any clinic attended. Pre-approved staff development forms are also due at that time. Turn all clinic certificates into the athletic office.

Athletic Participation Fee Guidelines

- Every student who is enrolled in an athletic class or participates after school with an athletic team must pay an athletic participation fee. **This includes student managers and trainers.**
- The participation fee is \$25 for High School athletes and \$45 for Middle School athletes. Athletic user fee monies collected will be allocated for soap, towels, and washing equipment replacement.
- Athletic Fees are paid online through My Payments Plus - <https://www.mypaymentsplus.com/welcome>

Contest Management

Campus Contest Management

A. Game Administrator

In all UIL varsity athletic team contests, a game administrator shall be appointed by the home school. That person must be a coach (other than the game coach), teacher, or administrator. It is recommended that a game administrator be designated by the home school for all non-varsity athletic team contests. If there is no designated administrator, the officials shall inform the UIL in writing the next working day.

Responsibilities of the game administrator include:

- Meet with the officials prior to game time (preferably on the playing field or court); If officials are not notified by the administrator or designee by ten minutes prior to beginning of a game, the referee shall ask the home head coach if there is a designee and if so, who that person is.
- See that officials are directed to their dressing room.
- Inform the officials where the game administrator will be seated.
- Assist the officials if they need to discourage unsportsmanlike conduct of a fan, player, or coach (such as removal from stadium or gym).
- Check with the officials after the game to see if there is any misconduct that needs to be reported.
- Provide an escort for the officials to their cars.

- Report incidents to the Director of Athletics and school administrator (home team or visitor).
- Report verbal abuse or physical contact of the official and any ejections of coaches and fans to the AD immediately. (Report must be filed with the UIL office in writing within three days)

B. Athletic Game Administrator

- AD, Assistant AD, Head Coach or designee
- Meet, greet and direct officials to dressing area
- Distribute and collect all gate worker and officials pay sheets
- Unlock facilities prior to event and secure upon completion of event
- Responsible for facility preparation, set-up and take-down (lights, scoreboard, etc.)

C. Gate Information Sheet

1. The only authorized passes for CHISD athletic events are THSCA, THSGCA, THSADA, TABC, officials association cards and District 11-6A. No other passes are to be accepted.
 2. The Red Card will gain senior citizen admittance to a game for free. All senior citizens (65 or older) who produce a driver's license will be allowed in for free. For more information about the Red Card, patrons can contact the Athletic Department at 469-272-2000 Ext.7015.
 3. Lightning/Refunds. Use common sense when a patron asks for a refund. If a game never actually starts due to weather, a refund would be appropriate. If a parent comes to watch their child play at 6pm and finds out the game was played at 4:30pm; a refund would be appropriate. If you're not sure what to do in a given situation, call the AD, Assistant AD or Athletic secretary. Decisions about refunds must be made at the event. We DO NOT want patrons to call the athletic office for a refund; we have no way to legitimize a refund after the fact.
- ** We will accept a Military ID (holder only) for entrance to an athletic event. (Active, inactive)

