2026-2027
GISD Coaches
Athletic Handbook

LEAD | GROW | SERVE

Home of the most inspired students, served by the most empowered leaders

Characteristics of a GISD Coached Team

Never quits, ever!

Best Prepared, always!

Best conditioned!

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INTRODUCTION

Forward

This athletic handbook contains the basic procedures that guide the operation of the Georgetown Independent School District (GISD) Athletic Department. All personnel associated with the GISD Athletic Department shall read and be familiar with all guidelines in order to administer their specific aspect of the overall program in a proficient and proper manner.

Philosophy of Athletics

It is the goal of the athletic program to offer the opportunity of participation to every student who has the ability and desire to do so. Participation is a privilege, not a right. Since it is a privilege, the coach has the authority to revoke the privilege when behavior expectations are not met.

Athletics provides wholesome opportunities for students to develop positive leadership habits and positive social and group interaction. The athletic program should always be consistent with the general objectives of the school district and have as its primary purpose the enhancement of educational opportunities for students and the development of well-rounded individuals, capable of taking their places in society. The athletic program contributes to school spirit and helps students develop pride in their school.

Coaching leadership shall be of the highest quality and provide athletes with examples of exemplary behavior. Sportsmanship, character, fair play, courage, and integrity must be major objectives of the athletic program.

PURPOSE OF ATHLETICS

1. To provide a positive image of school athletics in GISD.
2. To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship, while enhancing the mental health of student athletes.
3. To ensure growth and development that will increase the number of participants, increase contest attendance, and enhance a program of maintenance and improvement of athletic facilities.
4. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
    - Physical, mental and emotional growth and development.
    - Acquisition and development of special skills in activities of each student's choice.
    - Development of commitments such as loyalty, work ethic, cooperation, fair play and other desirable social traits.
    - Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
    - A focus on interests on activity programs for student body, faculty and community that will generate a feeling of unity.
    - Achievement of initial goals as set by the school in general and the student as an individual.
    - Provisions for worthy use of leisure time in later life, either as a participant or spectator.
5. To create a desire to succeed and excel.
6. To develop high ideals of fairness in all human relations.
7. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
8. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.

COACHING PHILOSOPHY

Be sound in everything we do. We have a staff of great coaches, it is our job to make sure we are not caught off guard by anything. Uncover every stone, every week to make sure we are giving our kids the best chance of success. We need a staff that will demand excellence from their athletes and hold them accountable. This is your number one job! Hold players accountable to the standards you set.

Off-Season Makes the Difference
Off-season is where we will build our desired commitment level and our toughness. We are not blessed with great athletes, we must build them. Off-season is where we will build great relationships throughout the program. Our off-season program will foster winning expectations in our athletes.

Every level of OUR PROGRAM is the same. It is critical that our middle school programs mirror our high school program. Our Middle Schools will mirror the High School in every way. Our Head Coaches and coordinators from the high school shall be directly involved with the middle school feeder programs for 6th grade pre-athletics through the varsity program. Our Middle School off-season program will be run exactly like the high school off-season program. We will be committed to developing a program from the 7th grade up!

Relationships
We believe that our kids will do anything we ask them to do if they know that we love and care about them. We must be willing to go the extra mile in developing those relationships. It is important for our athletes to see us being good husbands, fathers, wives, mothers, etc. Set a good example off the field as well as on the field.

Grades
They cannot play if they are not passing. It is your responsibility to keep up with your player's grades. We will do weekly grade checks; you must make sure that your players are getting the help they need. We should never lose a player to grades.

Winning
Winning is not easy. However, winning is not complicated either. Building a winning program requires a huge amount of planning and a rock-solid plan, a commitment to following through with that plan and a desire to see that plan become successful. We have to do a great job of holding our athletes accountable to the standards that we set. That is our job!

You must be a good classroom teacher. It reflects poorly on the Head Coach, as well as our staff, if you are not. We have a lot of duties. Make sure you treat them like practice. Be on time and do a great job. Be early to all department meetings as well as any faculty meetings. Communication here is the key!

Constantly sell the athletic program with the kids, in the halls, with parents, and with other teachers. Always talk positively about our program and our staff at every opportunity. If you don't like the way we are doing things here then help work to change it or get another job. Don't sit around and complain!

What is said in staff meetings stays in staff meetings. Do not talk about private athletic related things in public.

GISD has great facilities. Keep our facilities neat and clean. Set a great example for our athletes and leave a lasting impression for them to follow. Clean your drills up every day - nothing should be left outside or on the court. If you do it our kids will do it!

We are all striving for the same thing. Work together! Do not allow 10% of the coaching staff to do 90% of the work. Make a hand!

Be LOYAL at all times. Be LOYAL to your Head Coach, to your Principal, to your School and to the PROGRAM. LOYALTY goes a long way!

Make time for the young coaches on your staff. Never pass up an opportunity to teach a coach who wants help.

Be a good role model. There is always someone looking at you, whether it be a parent or a future athlete. This includes your personal life when you're out in public.

KIDS are why we do what we do. They are why we have a job. Make the worst players on your team feel important. Coach the bad ones just like the good ones. Reps are earned, not given. Coaching is expected.

Be energetic at practice. Run from drill to drill. Be a good example to the kids. Be LOUD and POSITIVE; coach hard every day. Do not be afraid to get excited with our kids, they LOVE it!

Be honest about your mistakes. Kids and other coaches respect that in a good coach.

Be a student of the game. Always be willing to learn something new.

Communicate! When there is a problem, communication will solve it. We expect phone calls and emails to be answered within 24 hours.

Nobody runs a kid off besides the Head Coach!!

We Will Build CHAMPIONS!
Players that EXPECT to WIN!

Attitudes
We will train our athletes to EXPECT TO WIN.
We will accomplish this through an extremely difficult off-season program. Fatigue can make a coward of us all. We must not succumb to fatigue!
If you look good, you feel good, and you will play good! We will make sure our athletes have the best equipment available and we will expect them to play like CHAMPIONS.
Comfort Zones: When things go wrong, players tend to revert back to what is comfortable to them. We will make sure our players' change their comfort zones and EXPECT TO WIN!

Three Priorities of Coaching:

1. Coaching on the field/court: From the start, train the kids to be athletes. It is a game of quick movements, bursts of speed, and then rest. Simulate this in all you do. We must be active and get after it on the practice field/court and then on game day.
   Reps: If you feel like you are talking too much, you probably are. Kids learn from doing it, not from hearing you talk about it. Correct them while they are working. Coach on the run.

2. Mental Attitude: Always be positive! We will have our kids ready to play on game day. Nothing negative, avoid motivational techniques that are contrary to our main goal. Winners win because they are confident and they have confidence in their ability—we will help them have winning thoughts. If they believe they have out worked them – then they will believe they can win!

3. Treatment of ALL players: Coach the kids like they are OUR children playing for us. We never want a kid to play in spite of us; instead we want them to play for us! Build relationships!

Expect to Win
Say good words — say positive things to players and students.
Think good thoughts — talk and see yourself in a positive light.
Have clear goals. Short term and long term. Talk to the kids about them daily. Use the same "buzz words."
Always take responsibility for your thoughts and actions.
Choose friends that have your best interest at heart.
Handle your "hurts." Are you hurt or are you injured? We will expect our players to play with "hurts."
Do the little things right — ACCOUNTABILITY — that is what great programs do.
Have Faith. Remain confident in what we are going to accomplish.
Don't ever, under any circumstances, give up. Quitting is unacceptable!

Handling our Athletes
A player who thinks he is a winner and believes those around him are winners has a great chance of being successful.

Criticism should open with a compliment, make a correction, and then close with a compliment. Ex: "That was a great first step but your eyes are in the wrong place. But I like the way you are being aggressive. Just get your eyes fixed."

Profanity does not motivate anyone and can be badly misunderstood. We will not cuss kids!
Only one coach will handle the discipline and that is the Head Coach or their designee.
Sterner discipline or individual motivation can be done most successfully in private. Do not belittle a player in front of his/her teammates.
Never hit a player in anger. However, hug on them after every practice. Get in the locker rooms!
Line-up changes will be discussed with a player in private before being posted to the team.

Knowing a player's home life is critical in how you coach that kid.
We will treat them all fairly but that does not mean they all will be treated the same. All kids are motivated differently.

Be PATIENT with EFFORT and IMPATIENT with SLOPPINESS.

COACHES CODE OF ETHICS

An athlete's welfare should be of primary concern at all times.

The coach must be aware that he/she has a tremendous influence, either good or bad, in the education of the student athlete and shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, Athletic Directors, school administrators, the state high school athletic association, the media, and the public. The coach shall set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances should condone their use.

The coach shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values.

The coach, working closely with cheerleaders, booster clubs, and administrators shall actively enhance sportsmanship among spectators.

The coach shall demonstrate respect and support of all contest officials. The coach shall not indulge in conduct which will incite players or spectators against opponents or officials. Public criticism of officials or players is unethical.

The coach shall not exert pressure on faculty members to give student athletes special consideration.

The coach shall not engage in the use of abusive language or actions in practice, games, or elsewhere in dealing with athletes. The use of profanity is not acceptable.

The coach shall not force athletes to specialize or restrict them from participating on other school teams. The coach shall not in any way attempt to "recruit" athletes to join a specific sport program at the expense of another school program, or advise them that by not doing so will affect their status and position on teams within their program.

UIL Safety Training Requirement (Senate Bill 82)

Each year every athlete must be shown and provided information regarding sudden cardiac conditions, CPR, concussion and neck injuries, heat, hydration, asthma, nutrition, lightning and safety, and communicable diseases. The athletes must sign a SB 82 roster and this verification must be kept on file by the Athletic Trainer. The UIL will update this information each year and it should be provided to the athletes in the form of a power point. **It is the responsibility of each Head Coach to make sure that all athletes in his/her program have received this training every year**.

Participation in Multiple Sports

All athletes should be encouraged to participate in any and all various sports in which they desire to participate. **Do not** put pressure on an athlete, directly or indirectly, to "specialize" in any one sport. Failure to comply with this directive will be addressed by the Athletic Director.

50% of our roster playing in more than one sport?

SPORTSMANSHIP EXPECTATIONS FOR COACHES

The GISD Athletic Department is committed to teaching young people the value of good sportsmanship. The Athletic Department expects all coaches to adhere to this commitment and to practice good sportsmanship at all times.

The coach shall meet and exchange a friendly greeting, before and after a contest, with the visiting coach to set a positive tone for an event.

Coaches shall maintain poise and self-control under game pressure during athletic contests.

Coaches shall talk about expectations for good sportsmanship at their pre-season parent meeting.

Coaches shall guide booster clubs to promote positive enthusiasm for teams.

Coaches shall inform fans, workers, and/or officials that abusive behavior will not be tolerated in GISD contests.

Coaches shall assist the announcer and Booster Club in educating fans of the UIL rules concerning crowd behavior at athletic contests.

Behaviors to Avoid:

1. Using sexually explicit language or telling sexually explicit or off-color jokes in the presence of students
2. Displaying sexually explicit pictures or materials on school property
3. Engaging in excessively personal conversations in person, over the phone, by text, or any other means with students
4. Commenting on students' physical appearance including manner of dress and physical attributes
5. Physical contact or touching of students
6. Giving students rides home alone or in groups
7. One on one meetings with students off-campus
8. Dating students
9. Allowing for harassment, hazing, or bullying to take place
10. Texting students unless parental permission has been granted, and if granted; texts should only be professional and school related. Group texts - never one on one.

COACHES EXPECTATIONS

1. You are where you want to be, which assumes you will exhibit intense loyalty to our school and district family.

2. You will read the Athletic Handbook and follow all policies and procedures of GISD. Before you ask a question of the athletic staff, you will have made sure that it is not answered in the handbook.

3. You will be the best coach that you can be.
    - Display a willingness to work the hours necessary to improve attitude, self-image, and technical skills.
    - Display a willingness to grow, be receptive to new ideas and techniques, and be willing to read and research.
    - Display a "plan for winning" will be practiced every single day. This includes academically, athletically, and socially.

4. You want to make a positive impact on young people.
    - You will be a coach who will assure kids of what they can accomplish.
    - You will be passionate about what you do.
    - You will be detail oriented.
    - You will search out the good in each player.
    - You will criticize the performance, not the performer.
    - You will teach and model Lead, Grow, Serve, and the GISD Learner Profile.
    - You will demonstrate in work and action the importance of a quality education.
    - You will understand that each player has worth and is to be treated as such.

5. You want to coach a championship team.
    - You understand that permissiveness is neglect of duty. "You are either coaching it or you are allowing it to happen".
    - You understand the team concept; i.e., the best offense or defense is not the goal. The team is the goal.
    - Do not confuse activity with accomplishment. Be results oriented.

6. You are a mature adult. You will use positive language including words such as hope, responsible, sharing, caring, and stress ***US, OUR, and, WE***. You refrain from language that is obscene, suggestive, condemning, negative, demeaning, or gossiping. Avoid personal references such as me, my, or mine. Profanity does not motivate anyone and can badly misunderstood. We will not cuss kids.

7. You understand your position as a role model for the definition of maturity; willing to accept responsibly for who, where, and what you are and for your actions. Any coach ejected will be required to meet with the Campus Athletic Coordinator and Athletic Director. A minimum one game suspension consequence could be issued.

8. You understand that being late or absent are symptomatic of selfishness and can result in dismissal.

9. You are a professional.
    - You will separate home and career.
    - You understand the importance of perception and appearance.

10. You understand and will follow the chain of command. If you do not understand the chain, you will ask. Not following the chain is justification for termination. Many decisions are made and changed without your input or approval. It is your job to carry them out until such time that you can discuss concerns with leadership.

11. You will be a great classroom teacher. It reflects poorly on our athletic program when a person who professes a desire to be a great coach but fails to do a great job in the classroom.

12. You must understand that words spoken, especially to the media, cannot be recalled. Think of all possible repercussions before you speak to parents, players, and the media.

13. Our coaches should be people with "big hearts." People with small hearts love only those athletes who can do things for them. People with big hearts love all their athletes.

14. GISD athletic coaches will be responsible for driving all athletic bus trips. It is the responsibility of each Athletic Coordinator and Head Coach to ensure that a GISD coach drives athletic bus trips.

15. All GISD coaches are required to get their CDL license and comply with the GISD drug testing procedures. Bus driving certification is required during the first year of employment with GISD.

16. You will be certified in First Aid, CPR/AED.

17. You will complete the UIL Coach's Compliance Course before your season begins.

18. You are a professional coach in The State of Texas. It is strongly recommended you attend a minimum of one coaching or sport clinic per year. Grow as a coach.

19. You will be trained in the state mandated concussion protocol each year.

20. You will follow the guidelines in the GISD Weather Guidelines.

ATHLETIC PERIODS

Coaches should take full advantage of their athletic periods. Athletic periods that are not utilized to their full potential could be taken away.

UIL Guidelines regarding Athletic Periods is as follows:

Limitations on practice and rehearsal for extracurricular activities during the school day shall be as follows:

- A school district must limit a student to one period of practice during the regularly scheduled school day for specific extracurricular activities, such as athletics, drill team, or cheerleading.
- The limit of one period per school day for practice in an extracurricular activity does not prohibit a student from enrolling in any state-approved class. A student who is enrolled in a state-approved class that includes essential knowledge and skills that relate to the preparation for an extracurricular activity may practice that extracurricular activity no more than one period during the school day.
- A student may not be permitted to miss a scheduled academic class for an unrelated extracurricular activity.
- A school district must limit extracurricular practice during the school day to ensure that class periods for extracurricular practice do not exceed the time allotted for other class periods.
- A school operates on a traditional class schedule or on a non-traditional class schedule, such as alternating, accelerated, or a modified block schedule. **Regardless of the schedule type in place, a school may elect to practice extracurricular activities daily, provided the total minutes allowed for the extracurricular practice is not greater than 300 minutes during the school week**.

Athletes will not be allowed to quit the sport in progress to enroll in an off-season class unless both Head Coaches and the campus administration authorize the schedule change.

Athletes in an athletic period will receive a grade based upon the Head Coach's criteria for that class.

Middle School athletes should work out every day in the athletic period.

AWARDS POLICY

Attitude (on and off the court/field), ability, attendance, dedication, and leadership qualities should all be considered when giving awards at any level.

GISD will not provide funds for athletic awards. Individual awards (i.e. patches, state rings, etc.) will be bought by the athlete who meets the qualifications. Team trophies (ex. gold balls, record boards, banners, etc.) must be purchased by individual sports unless otherwise stated in DEC policies. UIL regulations will be followed in giving and receiving awards.

Limitations of Awards
Awards to individuals: A participant school may not give and a student may not accept awards for participation in interschool competition in excess of $10 per year (total for all UIL school activities). A student may accept a symbolic award in recognition of his/her achievement in an interschool contest if it is given by the organization conducting the contest (e.g. all-tournament awards, ribbons, plaques and medals). In order to receive an award, all participants must complete the season.

Letter Policy/Qualifications to Letter
The school letter is among the highest awards the school bestows; the highest, of course, is the diploma. In order to letter, you must be on a varsity team and satisfy the requirements of the Head Coach. A participant may letter at the coach's discretion if the participant is considered to have been of exceptional value to the varsity team.
Example of exceptions may include playing on a team for four years and never lettering, a letterman who is injured and is unable to complete the season, or a specialist (filmer, manager, etc.) of some type.

NOTE: Any student who has qualified for a letter but has been dismissed from the team for disciplinary reasons will not receive an award.

Awards for the varsity teams will consist of letter jackets or sweaters. These major awards will be bought by the school district who meets the qualifications for lettering in the following sports: football, basketball, track, tennis, golf, baseball, softball, volleyball, soccer, cross country, wrestling, power lifting, and swimming and diving.

GISD AWARDS AND ATHLETIC BANQUETS

It is an expectation that each high school sport will have a banquet or recognition ceremony at the end of each season. Booster Clubs should help with this expense.

Follow these Banquet Guidelines:

1. The banquet date must be submitted to and approved by the Athletic Coordinator before any planning begins. Head Coaches are responsible for gaining approval of the date and venue. This will help avoid any conflicts with other team's banquets, district events, etc.

2. Invite the Superintendent and School Board Members two weeks prior to the banquet.
    - Send an email with banquet information to the Athletic Directors Office.

3. Invite your campus principal (preferably two weeks in advance).

4. Inform/Invite the district Athletic Office personnel to your banquet. Send a calendar evite two weeks in advance.

5. Reserve a table for your special guests (Superintendent, Board Members, Principal, etc.)

6. At the start of your banquet, recognize and thank special guests for their attendance.

7. Choose locations that would be convenient to parents and students, can hold the number of anticipated attendees, and is a venue that would represent the values of GISD Athletics.

8. It is the expectation of GISD that the banquet be a reflection of a well-run program. We would suggest the following:
    - Two hours or less for a banquet is our target.
    - There should be the appropriate number of serving lines to accommodate our guests in a timely manner. All guests should be served in 30 minutes or less.
    - It is a good practice to put thank you acknowledgements in your slide show so you won't forget anyone and to save time.

9. Coaches are expected to be active in the planning of and execution of the banquet. Banquets should not be primarily run by the booster clubs.

10. Appropriate dress at banquets will be addressed with athletes by the coaches prior to the banquet.

11. Be sensitive to what you say. What may be intended for humor could be taken the wrong way by members of the audience.

12. The Head Coach will be in charge of the itinerary and serve as emcee of the banquet. Emcee should not be a parent.

EJECTION FROM A CONTEST

Any GISD coach that is ejected from a contest must report the ejection to the Athletic Director immediately following the contest. The coach may be suspended from coaching in the next scheduled athletic contest by the Athletic Director. Continued violations could be grounds for removal from the coaching position in GISD.

Any GISD student athlete that is ejected from a contest will face suspension from part or all of the next scheduled athletic contest or contests as per UIL rules or a decision of the coach and campus Athletic Coordinator. Beginning in 2018, an ejection in all sports except football will be an automatic one game suspension in the next scheduled contest. In football, the automatic penalty is missing at least the first half of the next scheduled game. Other disciplinary actions may also be imposed and will be determined on an individual basis by the campus Athletic Department.

UIL Athletic Codes

The University Interscholastic League is the governing body for public school interscholastic competition in Texas. Below are excerpts from the UIL Constitution and Contest Rules.

The Athletic Code and the Athletic Code for Coaches carry the force of rule; violation of the provisions of these codes will be subject to penalty.

1. Play the game in the spirit of fairness and sportsmanship, observing all rules, both in letter and intent.
2. Coach and sponsor the teams and individuals without resorting to unethical tactics, trickery which attempts to skirt the rules, or any unfair tactic which detracts from sound educational principles.
3. Accept decision of sports and school officials without protest, and without questioning their honesty or integrity, and extend protection and courtesy to sports officials from participants, school personnel, and spectators, remembering that officials are guests.
4. Regard opponents as guests, putting clean play and good sportsmanship above victory at any cost. Win without boast and lose without bitterness. Victory is important, but the most important thing in sports is striving to excel and the positive feelings it fosters between those who play fair and have no excuse when they lose. The development of re-creative aspects and positive human relation should be stressed in all competition.
5. Remember that conduct that berates, intimidates, or threatens competitors, based on gender or ethnic origin, has no place in interscholastic activities.

COACHING RESPONSIBILITIES

The coaching profession has a tremendous amount of inherent responsibility as part of its job description including:

1. Responsibility to provide supervision of athletes and facilities to include practice areas, gyms, locker rooms, showers, weight rooms, training rooms, storage areas, playing fields, and student pick-up areas. No student will be left unattended while waiting for pick up.
2. Responsibility to provide reasonable and adequate technique and skills instruction

3. Responsibility to provide adequate warnings of the inherent risks associated with participation in the sport
4. Responsibility to provide a safe playing environment at all times including during times of inclement weather
5. Responsibility to educate athletes on the surface heat temperature on artificial turf and increased risk of burns and blisters due to extreme heat temperatures. No hands on the turf before November or after March.
6. Responsibility to provide protective athletic equipment and teach athletes the proper use of the equipment
7. Responsibility to match and equate athletes according to size, age, experience and skills
8. Responsibility to evaluate players for physical conditioning and injuries and take actions to treat injured athletes
9. Responsibility to provide "reasonable care" and medical assistance until qualified medical personnel arrive…. this includes traveling with emergency cards, having a plan for transporting injured athletes, having a plan for getting emergency vehicles to the area, and having a cell phone for emergency use
10. Responsibility to provide safe transportation which should involve using district vehicles in almost all situations, rental vehicles would be the next option, and private vehicles the last option and only with written consent of parents
11. Responsibility to provide a sport specific handbook to players and parents and obtain a signed acknowledgement page of their understanding and receipt of the handbook
12. Responsibility to exhibit a high degree of coaching proficiency and professionalism along with displaying personal qualities consistent with being a professional educator

Certifications

All coaches employed in the GISD shall have the following (upload to Rank One):

- Coaches Certification Program (CCP) certified each year (UIL Portal)
- First Aid/CPR/AED certified every two years
- CDL Licensed (annual physical required) (required for new hires)
- Concussion Training certified every 2 years as UIL required
- UIL Safety Training information must be seen and shared with all athletes annually
- Football coaches must also have "Atavus Rugby Tackling" every two years.

All coaches must have on file a notarized UIL Professional Acknowledgement Form and must complete the UIL's "Fundamentals of Coaching in Texas" Course prior to their participation as a coach.

Coaching Contracts and Stipends

Coaches in the GISD who are assigned to an athletic period are on a dual contract which requires coaches to perform satisfactorily in both the academic and athletic assignment. A resignation of either position of the contract will constitute a resignation of both parts of the contract.

Professional Development and Coaching Clinics

The GISD Athletic Department believes in continuing education. The annual district meeting for all coaches is required. Regular attendance at district meetings, clinics, and other opportunities is imperative. Membership should be maintained in professional organizations, coach's associations, and similar groups to aid in professional growth.

Membership Fees

The district will pay for 1 membership fee per school year. Additional memberships and clinic/seminar fees will come out of individual sport activity account.
When attending a conference, hotel and all meals will also come out of individual sport activity account.
All Head Coaches' Texas High School Coaches Association memberships are required and paid for by the District.

Grooming and Dress Code
Coaches should always dress professionally. Shorts and t-shirts are acceptable in gyms or on practice fields, they should not be worn in the classroom. Shorts are appropriate for coaching outdoor sports at the sub-varsity level and for some outdoor sports such as soccer or softball at the varsity level. Coaches of indoor sports, particularly varsity sports should be dressed in collared shirts, long pants (slacks) or dresses. Caps or hats should never be worn during an indoor athletic contest. GISD will furnish coaching attire, the quantity and style of which is to be determined by the Athletic Director, Athletic Coordinators, and Head Coaches.

Changing Jobs
In order to avoid any staff or intra-GISD concerns over job searches by coaches the following protocol shall be followed by all as a means of ethical and professional practice. A coach shall inform his/her Athletic Coordinator, Head Coach, and principal prior to initiating contact with another school. Any Head Coach or Athletic Coordinator desiring to speak with a GISD coach at another campus about a job opening, shall first call the Athletic Director and the affected school's appropriate coordinator before initiating contact with the employee. In addition, all district required paperwork and processes must be adhered to regarding in-district transfers by employees. Any deviation from these procedures shall be considered unethical and unprofessional and could result in disciplinary action.

Employee Exit Procedures
All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment. In addition, any district-purchased clothing that is worn or adaptable for general usage as ordinary clothing (e.g. school spirit shirts) shall be returned to the district at the end of employment in light of applicable sections of the Internal Revenue Code and corresponding regulations.

COACHES FINANCIAL RESPONSIBILITIES

The coach/sponsor of each team is responsible for managing his/her respective Campus Activity Fund and maintaining adequate financial records of these funds. You are required to submit a Charter Form at the beginning of each school year to the Athletic Director.

"The educator shall honestly account for all funds committed to his/her charge and shall conduct financial business with integrity." (Principal 1, Standard 2 of the Code of Ethics and Standard Practices for Texas Educators, State Board for Educator Certification)

The coach is responsible for ensuring that money is not overspent, causing a negative balance in their respective account, or lost due to carelessness, theft, or fraud on the part of the coach. If this occurs, the coach can be required to reimburse the negative balance or lost funds.

The responsibility also includes, but is not limited to, developing fund-raising plans, monitoring the financial position of the activity fund, reviewing the accuracy of their account's monthly financial report from the campus book keeper, and the safeguarding of activity fund money until it is deposited. If a discrepancy should arise between the coach's records and the campus bookkeeper's records, the coach should work to resolve the problem. If a coach feels that the circumstances warrant, one of the GISD Accountants should be contacted to help resolve the issue. Accurate financial records on the coach's part ensures self-protection should any discrepancy arise.

1. **Steps for Purchase Orders/ Check Requests:**
    - Contact vendor to get a quote. **You must use an Awarded Vendor if using your supply account.** This list has been shared with all coaches**.**
    - Send quote to Athletic Office/Bookkeeper
    - If we have the vendor's email we will send a copy of the approved Purchase Order to you and the vendor to start processing your order. If we do not have the vendor's email, it is your responsibility to get the approved Purchase Order to them.
    - **Notify the Athletic Office/Bookkeeper when you have received your order.**
    - Purchase Order/Check Requests coming out of your Activity Account need to be turned into your High School bookkeeper. Middle School coaches turn in requests to your Campus Principal's Admin. Assistant.
    - Checks are cut every Friday, so the deadline to turn in a check request is the Monday the week before you need it. **Athletics will no longer use Cash Advances for student meals. A debit card will be issued to each head coach for student meals.**
    - Forms can be found on our Athletic Website under Files/Forms (make sure you are logged in at the top of the screen to have access to all the forms): https://www.georgetownisd.org/departments/athletics/athletic-files-and-forms
    - A district employee who purchases or orders any item prior to getting a Purchase Order may be personally liable for payment or return of the item(s).
    - Booster Clubs CAN NOT use the District's Tax-Exempt number.

      If your booster club is placing an order with a vendor, make sure they give them their name and address, not GISD's information.

- Remember, a booster club CAN NOT give anything of value to students participating in UIL activities, this could result in forfeiture of varsity eligibility. Your booster club can deposit funds into your Activity Account for GISD to make the purchase.

2. Travel

- An Employee Overnight Travel Authorization Form (when NOT accompanying students) needs to be completed and approved before making any travel arrangements. A copy of the approved form needs to be included when submitting for employee reimbursement for travel.
- All travel expenses when traveling over 100 miles comes out of your activity account (Except for Playoffs, San Antonio and Bryan/College Station) *Pre-season travel or before school starts – all charges come from your activity account (*except: entry fees and bus mileage inside 100 miles*).
- Meals: A request for student meals needs to be submitted at least four days prior to trip to have funds added to your sports debit card for team meals. Submit your student roster along with coaches/trainers names for each meal. Base your meal request on your time of departure and return.

  The District will pay for lunch if your team is going to miss lunch at school. (**Make sure you put your departure time on your student meal request)**

  If you leave during a later lunch, please request that your kids be released to attend an earlier lunch period.

  Weekend events: Lunch for students on a Saturday will come from your 865 account or students will need to either bring a lunch or money to purchase a lunch.

  For Playoffs: For one day travel, the district will pay for lunch.
  If overnight stay is necessary and has been approved, all meals will be paid for by the District. Hotel expenses will be paid by the district for Regional, Semi-Finals and beyond.

  Employee Travel: Employee meals are the cost of obtaining food, NOT snacks or incidentals during the trip. The cost should be clearly itemized on the bill.
  The cost of alcoholic beverages is not a reimbursable expense.

- Athletic Overnight Student Trip – **The GISD Athletic Overnight Student Trip form must be completed and submitted to the Athletic Director BEFORE the requested trip.** If signed and approved by the Athletic Director, the document will be submitted to your Campus Principal for in-state trips or to the GISD CFO for out-of-state trips. A copy of the form will be returned signed (or denied) to the activity sponsor. District will pay for lunch only.
- For team meals where you are using a local restaurant that we have a district account with, get a quote prior to game day and send it to the Athletic Office/Bookkeeper so we can open a Purchase Order. Send the itemized receipt to the Athletic Office/Bookkeeper.

Meal (effective 8/17/23)	**Student**	**Sponsor**
Breakfast (before 9:00 am)	$ 7.00	$10.00
Lunch (9:00 am – 5:00 pm)	$10.00	$15.00
Dinner (after 5:00 pm)	$13.00	$20.00

When traveling with a team, gratuity is allowed. If the restaurant will not accept our tax-exempt form, tax will be allowed. Gratuities are a reimbursable expense up to full day meal allowance, not to exceed 15%. A list of those who ate needs to be attached to the receipt.

When a coach is traveling without a team (conference, scouting, etc.) tax and gratuity are allowed.

Use of a substitute: All efforts should be made to stay in class and teach as long as possible. A general guideline is if you are leaving before 11:30am a full-day sub is appropriate.

- Hotel: Call the hotel directly to get a quote sent to you. The district is exempt from State Sales Tax and Hotel Occupancy Tax (tax exempt forms are on our website), but city and county tax will be paid. **If the cost of a room exceeds $185 per day, prior approval is needed from the Athletic Director.**
  Lodging cannot be paid by using an employee's personal credit card unless prior permission has been granted by the Business Office.
  Lodging cannot be paid by using an employee's hotel reward points.
  You may hold your reservation with your credit card or use a district credit card.
  An itemized receipt is required upon return. Valet parking is allowed if there is no other option such as self-parking – only one valet parking charge per day is allowed.
  Airbnb/VRBO stays are allowed if it is the most cost -effective option. You must provide quotes from at least two hotels along with quote from Airbnb/VRBO. Requires approval from Purchasing Department prior to making reservations.

- Out-of-State Travel: Must be pre-approved proved by the Athletic Director and Chief Financial Officer.

- Scouting: You will be reimbursed mileage plus 1 meal (not to exceed the approved meal amount and has to be an out of district work location). Turn in the Employee Travel Expense Summary Report with itemized receipts and mileage report. Mileage can be

calculated by using a web-based mileage calculator (i.e. Google Maps and MapQuest). Print a copy and attach to Travel Expense form.

The mileage reimbursement rate is 0.60 cents/per mile. (Updated 7/01/24)

All reimbursement requests must to be turned in within 1 week of event. Reimbursements turned in past 30 days will not be accepted or reimbursed!

- Charter buses: Contact the Athletic Office for a list of approved Charter companies. Get a quote and send to your campus bookkeeper and a PO will be generated. Charter buses will be paid for out of your Activity Account.

- Your booster club cannot pay for the charter bus directly. They can make a deposit into your Activity Account to cover the cost.

- Rental Cars: The district has an account with Enterprise Rent-A-Car. Please contact your Athletic Admin. Assistant for rental instructions.

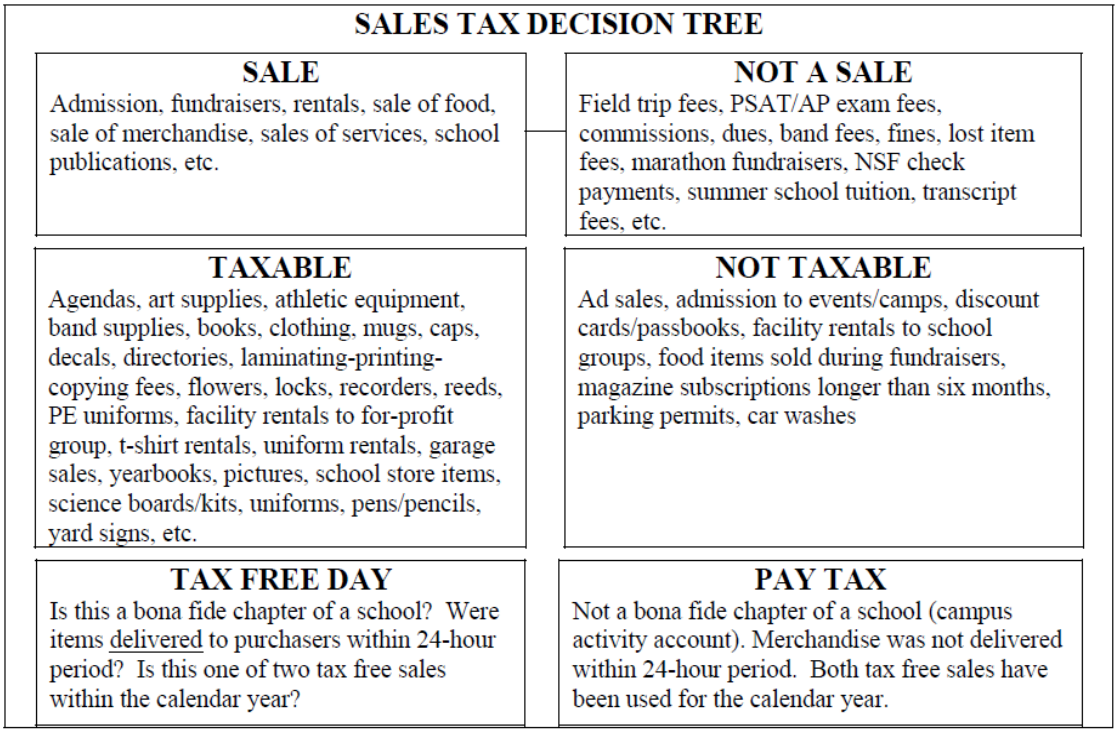
  You are not allowed to rent any vehicle that holds over 8 passengers (7 students + driver).

  Our GISD Transportation Dept. has a limited number of SUVs that can be used.

3. Sales Tax

- Each sport/club is eligible for two sales tax-exempt events per calendar year, January-December (not school year). Merchandise can be sold over multiple days, but merchandise has to be delivered to the purchasers in a 24-hour period to qualify as one of your tax-exempt days.
- All deposits that go towards your tax-exempt day have to be noted, otherwise tax could be charged.
- Notify your Athletic Admin. Assistant and campus bookkeeper of the date and description of your tax-exempt sale.
- See attached Sales Tax Information packet which explains what is considered a taxable and non-taxable sale.
- For merchandise you are selling where sales tax applies (8.25%), it is recommended to increase your sale price to cover the sales tax.
  * *For Example, if the cost per t-shirt is $12, your Activity Account will be charged .99¢ per shirt for the sales tax, so you should increase your t-shirt cost to at least $13 to cover the sales tax.*

- Complete the Sales Tax Form – located on the GISD website under Athletics>Files & Forms. https://www.georgetownisd.org/departments/athletics/athletic-files-and-forms



4. Deposit Procedures

- Complete the Activity Funds Tabulation form for all deposits.
- Complete separate forms for check deposits and for cash deposits.
- All check numbers must be included on form, along with the cash total or check total.
- Note on form what school, sport and the description of what you are collecting for.
- Write how much of your deposit is for taxable items.
    - (Ex. If deposit contains payments for team meals and team shirts, only the payments for the shirts are taxable, so calculate how much of your deposit is for shirts).
- Two signatures are required at the bottom of the page confirming you both verified the amount of the deposit.
- High School coaches - take your deposit to your campus bookkeeper.
- Middle School coaches - take your deposit to your campus secretary.
- A GISD Fundraiser/Activity Approval Form must be submitted anytime funds are collected and deposited into your Activity Account. Send completed form to Athletic Director.

5. **RevTrak Web Store**

Online program for your athletes to pay for uniforms, team meals, t-shirts, etc.

- The District is charged 4.30% of total online sales. We do not charge a convenience fee for online purchases from the web store, so it is recommended that sale prices be slightly increased to cover those sales online. The increased price should apply to all sale items, not just online sales.
- Uniforms and t-shirts are taxable sales (team meals are not), so on the taxable sales you will also be paying 8.25 % sales tax, so factor this in when calculating your merchandise costs.

  **For Example, if the cost per t-shirt is $12, your Activity Account will be charged $1.46 (online fee + sales tax), so you should increase your t-shirt cost to at least $13.50 to cover these fees. You will need to charge the same amount for the t-shirts that are not sold online.*
- Contact the Athletic Office for more information if you are interested in posting merchandise on the Web Store.
- District's Web Store Home Page - https://georgetownisd.revtrak.net/

6. **Contracted Employees**

Anyone that you want to work your games or summer camps that is not a GISD employee, has to complete/renew the online Volunteer application for their background check before they can work any GISD events and establish an Arbiter account. Have the worker send their name, address, email and telephone number to Debbie Pullen so an invitation to establish an Arbiter can be sent.

All non GISD employees will be paid through Arbiter.

7. **Timesheets**

All GISD employees that work "Extra Duty" at an athletic event will need to turn in a time sheet at the end of **each month** to Athletics Office. Badge ID number is required on all timesheets.

8. **Facilitator Timesheets**

All GISD Employees that facilitate external athletic facility rentals will turn in a Facilitator Timesheet at the end of each month to the Athletics Office. Badge ID number is required on all timesheets.

9. **Fundraising**

Athletic programs in GISD shall be allowed to engage in a maximum of ONE, fundraiser with the approval of the Athletic Coordinator, campus principal and Director of Finance. Coaches should always keep in mind the demands that fundraising puts on the students and the community, and be careful to get maximum benefit to the program from funds raised. No merchandise fundraiser should be undertaken which does not allow at least 50% of the funds raised to remain with the school. If there is an online fundraiser it should be no less than a 70/30 split (Ex. Snap). Coaches shall adhere to the following:

- A fundraising activity is defined as any activity that involves the participation of the student body or a school-recognized student group undertaken for the purpose of deriving funds for a school or school-sponsored group.
- Coaches **must** complete a GISD Fundraiser/Activity Approval Form prior to the beginning of the fundraiser, and the fundraising recap section of the application at the conclusion of the

fundraiser. The Principal and Athletic Director must approve the fundraiser before it can be undertaken.

- All fundraising proceeds must be placed in the campus safe on a **daily basis**. No funds should ever leave the campus.
- End of season Fundraising report is required to be turned in to Athletic Director.
- During fundraising activities where students are selling merchandise, school district personnel are responsible for collecting these funds from the students to hold in a trustee capacity. All funds collected by school district personnel from students are defined as student activity funds and must be handled through the student activity funds account and deposited daily.
- Raffles are to be conducted only by organizations with a 501(c)(3) status. Raffles are not allowed for any activity fund accounts.
- Coaches should keep a detailed record of the amount of proceeds collected for each fundraiser and the amount of disbursements for merchandise, prizes, etc. in order to determine the net profit of each fundraiser. This information is recorded in the fundraising recap section of the Fundraising/Sales Activity Application form and must be completed within four weeks of the ending sales/activity date.
- **All invoices must be paid within 30 days after they have been received**.
- Students participating in fundraising activities may be awarded a maximum of $25 for top sales. Cash prizes may not be deducted from a deposit. Prizes should be awarded directly from the fundraising vendor or through the campus administrative associate. Tangible objects such as electronic equipment or other prizes are valid awards/incentives for fundraising activities.
- Students are not required to participate in booster club fundraising activities.
- Media Guides or merchandise sales do not count as a Booster Club Fundraiser.

10. Activity Fund Deposit Procedures

a. *Step One:* Fill out Tabulation of Monies Collected form. Include the Sport, Campus, description, circle yes or no to state if deposit is taxable. List each check/cash payment individually and/or attach receipt documentation. Complete currency/coin breakdown, total deposit and sign your name as Sponsor.

b. *Step Two:* Submit Tabulation of Monies Collected form, currency, coins and checks to Athletic Admin. Assistant or Bookkeeper. Currency must be verified in the presence of Coach/Sponsor and Athletic Admin. Assistant or Bookkeeper. After verification the Athletic Admin. Assistant or Bookkeeper must sign the Tabulation of Monies Collected form and will prepare the deposit slip.

Contact campus bookkeeper for further deposit procedures

__In accordance with district policy deposits are to be made on a daily basis__

11. Tournament Fees/Entry Fees

Check requests for regular season tournaments using district funds will be processed through the Athletic Office. Complete the Entry Fee Request Form and include the documentation/invitation for the tournament with the date, place, time, cost, and host. **Request for funds should be done as soon as the information about a tournament, overnight stay, or post district competition is received/scheduled**. Allow at least two weeks' notice to process checks to be mailed so that it will be received before the tournament. The District pays all entry fees regardless of distance, with the exception of entry fees for a team is playing in their own tournament.

12. GISD Hosted Tournaments

Coaches must submit a copy of all varsity tournament brackets to the Athletic Director. The individual sport is responsible for using the tournament as a fundraiser and must run all monies through the sport's activity account. Be sure to plan for all expenses including officials, trophies, food, drinks, and workers' pay. Entry fees, admission, and concessions may be used to offset expenses as well as donated items or time. GISD teams hosting tournament must participate in the tournament. District funds will not be used for the host team(s) to play in their own tournament(s).

13. Contracts

DO NOT sign any contracts as a representative of Georgetown ISD. Only the Director of Purchasing has the authority to sign contracts on behalf of GISD. This includes agreements/contracts with charter bus companies and all software licensing contracts.

Game Administrator (Administrator on Duty)

In all UIL varsity contests there shall be a game administrator on site who must be a coach (other than the game coach), a teacher, or a school administrator. It is recommended that there also be a game administrator for sub-varsity contests. The game administrator is responsible for meeting with officials prior to the contest, informing the officials of the location of the game administrator during the contest, assisting the officials in discouraging unsportsmanlike conduct among fans, players, and coaches, providing an escort for officials from the contest to their dressing rooms or cars if requested, reporting any incidents to the appropriate school officials (home or visitor) and the Athletic Director, and providing a written report of any severe misconduct to the Athletic Director for follow-up with the UIL or DEC within two days. (Verbal abuse, physical contact, or ejections)

Security will be provided for all varsity contests and middle school football and basketball games. Requests for security for other contests may be submitted and considered on an individual basis.

David Canfield, the GISD Event Staff Coordinator, is responsible for scheduling all High School gate workers. Middle School coaches are responsible for scheduling gate workers for Middle School sports.

It is the Head Coach's responsibility to get the Official's Pay Sheets before the start of the contest and send it to the Athletic Office the following day. If there are changes to scheduled games and officials are not notified, officials pay will be taken from your 865 account.

GISD ATHLETICS CHAIN OF COMMAND

Following the chain of command is absolutely essential in any organization. Failure to follow the proper chain of command may result in disciplinary action. Follow the below chain of command regarding athletic issues.

Middle School:

All Coaches report to the Boys/Girls Coordinator and will follow the expectations of the High School Head Coach of each sport. Boys/Girls Coordinators report to the Campus Administrator for campus matters, feeder High School Campus Athletic Coordinator/Asst. Campus Coordinator, and Athletic Director. The Middle School programs will be given direction from the High School Head Coaches, Athletic Coordinators, and the Athletic Director's office.

High School:

Assistant Coaches report to the Head Coach of each sport.
Head Coaches report to the campus Athletic Coordinator.
Athletic Coordinators report to the Athletic Director, and Principals. Coaches should consult with the Athletic Director **BEFORE** calling The UIL for any type of question.

Do not pass any steps in the chain of command. All coaches and Athletic Coordinators will report to their campus principal for academic matters.

Procedure for Handling Athletic Requests and Problems

1. All coaches shall initiate each request or discussion of a problem pertaining to athletics with the Athletic Coordinator of his or her school.
2. Coaches should report to the Head Coach of their program first, then to the High School Coordinator.
3. The request or problem may then be referred to the Athletic Director or High School Principal by the Athletic Coordinator if the subject requires additional attention.

Evaluations/Documentation

1. An evaluation instrument will be used to aid in improving all coaches' skills. Evaluations will be conducted each year.
2. The High School Campus Coordinator will perform the evaluations on all Athletic Trainers.
3. The Head Coaches of each sport will evaluate the assistants of their sport.
4. The Athletic Director will evaluate all High School Head Coaches and Middle School Coordinators.
5. The Middle School Coordinators will perform the evaluations on their coaching staffs.
6. The Athletic Director will evaluate the Campus Athletic Coordinators and the Middle School Coordinators. High School Campus Coordinators will provide input on Middle School Coordinator evaluations.
7. The High School and Middle School Coordinators will communicate with their respective campus principals to discuss their evaluations of their athletic staff. Once the principal has approved the evaluations, the Coordinators/Head Coaches will set up individual meetings with their staff to discuss the evaluations.
8. Any concerns regarding a coach or athletic trainer's evaluation should be discussed with the Athletic Director.

9. Any unsatisfactory evaluations must be sent to the Athletic Director. Prior documentation / communication must exist in order to mark below proficient on an evaluation.

Disciplinary Documentation

1. The Athletic Director and Campus Coordinator will be responsible for documentation of any disciplinary action.
2. A meeting will be scheduled with the Athletic Director, Campus Coordinator, and coach where concerns will be discussed.
3. Coaches will have 10 days to respond in writing concerning the documentation.
4. Head Coaches and Campus Coordinators will be responsible for documentation of coaches under their leadership. All disciplinary action goes through the Athletic Director.

Procedure for Implementing a Corrective Action Plan

When applicable, a corrective action plan will be cooperatively prepared by the coach and evaluator. This plan will describe, within a time frame, a set of corrective action activities which, when implemented, should result in improved performance. The evaluator will provide reasonable assistance to the coach in achieving them. Midway into the assessment period, a conference will be held to determine progress and if additional assistance is necessary. The Principal and Athletic Director will be informed of the plan and progress made.

**Coaches and athletic trainers will still receive an evaluation from their campus principals.

ELIGIBILITY

Process for Eligibility & Accountability

- Every Head Coach will turn in a roster for everyone on their team to the campus coordinator responsible for their sport.
- Academic checks should be turned in for the first six weeks of school and then every opportunity to gain or lose eligibility thereafter.
- The Head Coach, the first assistant, and the Campus Coordinator will review and sign off on the academic check.

Eligibility for UIL Participants for the First Six Weeks

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

- Students beginning grade nine and below must have been promoted from a lower grade prior to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the previous school year.
- Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the previous school year.

Exception: High school students transferring from out-of-state may be eligible the first six weeks of school if they meet the criteria cited above or school officials are able to determine that they would have been eligible if they had remained in the out-of-state school from which they are transferring.

GISD Transfer and Movement Policy

As per FDB (REGULATION) "A high school student who transfers or moves from one attendance zone to another will be ineligible for varsity competition in UIL school-sponsored athletics in the receiving high school for one year from the date of entry into the receiving school." The one-year wait will also be applied again should the student transfer back to their home campus or transfer to another school in the district, or have their transfer revoked for any reason. Transfer to an IB Program is an exception to this rule. (2014)

Eligibility Standards

According to UIL standards, students are eligible to represent their school in interscholastic activities if they:

- 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.
- 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.
- Not recruited.
- Are not in violation of the awards rule.
- Meet the specific eligibility requirements for athletic competition.
- Are less than 19 years old on Sept. 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year.
- Live with parents inside the school district attendance zone their first year of attendance.
- Have not moved or changed schools for athletic purposes.
- Have not violated the athletic amateur rule – students may not accept money or other valuable consideration (wearable, saleable, or usable items) for participating in any athletic sport during any part of the year. Athletes cannot allow their names to be used for the promotion of any product, plan, or service.
- Were eligible according to the fifteen-day rule and the residence rule prior to district certification.
- A foreign exchange student must receive written approval from the UIL Foreign Exchange Waiver Officer for varsity athletics.
- Students shall have not violated any provision of the summer camp rule – Incoming 10-12 grade students shall not attend a camp in which a 7-12 grade coach from their school district attendance zone works with, instructs, transports, or registers that student in camp.
- Students who have participated in athletics at another school since the eighth grade which is not a feeder school to the student's present high school, must have a PAPF form approved by the District Executive Committee on file in order to participate in varsity athletics.

Eligibility for All Extracurricular Participants After First Six Weeks of the School Year

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) may not participate in extracurricular activities for three weeks. An ineligible student may practice. The student regains eligibility after seven calendar days following a grading period or the three school weeks evaluation period when Interim Grade Reports (IPR) or Report Cards indicate that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted. Follow the current GISD Eligibility Calendar.

All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of each grading period. Students who pass remain eligible until the end of the next grading period. All coaches are responsible for obtaining official grade reports before a student represents the school.

GISD provides an annual UIL Calendar. Further explanation includes:

- All students are eligible during a school holiday of a full calendar week or more.
- If a grading period or three school week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (spring break, winter holidays) the seven-calendar day grace period to lose eligibility or regain eligibility begins the first day that classes resume.
- Students lose eligibility for a three-school week period. For purposes of the law, "three school weeks" is defined as 15 class days. Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a "school week" for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday, and Friday.
- A student who receives an incomplete grade in a course must have the incomplete grade changed during the 7-day grace period, or the student shall become ineligible at 4 p.m. on the 7th day following the end of the grading period.
  Students are expected to clear Incomplete Grades within the 7-day grace period. The principal may extend the time for make-up work to be submitted should there be extenuating circumstances that prevent the student from completing the work within the 7-day grace period. Such circumstances include additional medical need, family emergency, etc. If the student is in attendance he/she must clear the Incomplete within the 7-day limit.
- The UIL defines calendar week as 12:01 am on Sunday through midnight on Saturday, and the school week is defined as beginning at 12:01 am on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.
- Middle school eligibility standards are found in the Middle School Section of this manual.

GISD NO PASS NO PLAY GUIDELINES

1. All failed Advanced courses indicated on the "GISD Advanced Courses Identified for No Pass No Play Exemption" document require the completion of a UIL Eligibility Waiver.

2. There is no minimum grade requirement that students must receive in order to pursue a waiver.

3. Students would be limited to two Advanced waivers per course for the year. There are no restrictions regarding using a waiver for the same course in consecutive grading periods, nor a limit on how many waivers could be used at one grading period.

4. UIL Eligibility Waiver requires specific interventions for success moving forward. Failure on the part of the student to adhere to the interventions could result in the denial of future eligibility waivers. The acceptance of a waiver is at the discretion of the campus administrator.

5. To be eligible after the grace period, student must turn in waiver before the seven day grace period ends. Student may turn in a waiver later and become eligible the day it is turned in.

The following are identified as honors classes as referred to in the Texas Education Code, §33.081(d)(1), concerning extracurricular activities: These courses **DO NOT** require a waiver if failed. These courses below are automatically waived.

a. all College Board advanced placement (AP) courses and International Baccalaureate (IB) courses in all disciplines;
b. **English language arts**: high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)"
c. **Languages other than English**: high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)," and languages other than English courses Levels IV-VII;
d. **Mathematics**: high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)" and Pre-Calculus;
e. **Science**: high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)"; and
f. **Social studies**: Social Studies Advanced Studies, Economics Advanced Studies, and high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual (Part One)."

Courses identified by GISD as advanced: Students with a grade less than 70 in any of the locally designated advanced courses below *may* request a **UIL** Eligibility waiver as per the GISD No Pass No Play Guidelines.	**Courses identified by SBOE as advanced** A grade less than 70 in any of the courses listed below does not affect a student's eligibility at the first 6 weeks and every nine weeks thereafter for the school year. The courses below do NOT require a waiver form. Please note: Courses listed below bold titles are not exhaustive.
Middle School 7th grade Advanced Science 8th grade Advanced Science 7th grade Advanced Math 8th grade Honors/Advanced Algebra 1 Geometry HS Advanced 7th grade Honors/Advanced English 8th grade Honors/Advanced English 7th grade Honors/Advanced Social Studies 8th grade Honors/Advanced Social Studies Spanish 1 HS Spanish 2 HS Advanced Spanish 3 HS Advanced **High School** Advanced English 1 Advanced English 2 Advanced Algebra 1 Advanced Geometry Advanced Algebra 2 Advanced Biology Advanced Chemistry Anatomy & Physiology CT Biotech 1 CT Biotech 2 CT SystemsGo 1-3 Advanced World Geography Advanced French 2 Advanced French 3 Advanced German 2 Advanced German 3 Advanced Spanish 2 Advanced Spanish 3	**English Language Arts: All AP, IB, & concurrent enrollment courses.** AP/On Ramps English 3 AP English 4 Dual Credit Composition 1 Dual Credit Composition 2 Dual Credit American Literature Dual Credit British Literature Capstone Research **Mathematics: All AP, IB, & concurrent enrollment courses.** Pre-Calculus Advanced/On Ramps Pre-Calculus AP Calculus AB AP Calculus BC AP Statistics Independent Topics in Math **Science: All AP, IB, & concurrent enrollment courses.** AP Biology AP/On Ramps Chemistry AP Environmental Science AP/On Ramps Physics 1 AP Physics 2 AP Physics CM AP Computer Science A AP Computer Science Principles **Social Studies: Social Studies Advanced Studies, Economics Advanced Studies, All AP, IB, & concurrent enrollment courses:** AP Human Geography AP World History AP U.S. History AP Economics AP Government AP Macroeconomics AP European History

Art 4 Theatre 4 Dance 4 Music 4	AP Psychology Dual Credit U.S. History Dual Credit Government Dual Credit Economics **Languages other than English: All AP, IB, concurrent enrollment courses, and all LOTE courses level 4 and greater.** AP Spanish 4 AP Spanish 5 AP German 4 AP French 4 **Fine Arts: All AP & IB courses.** AP Music Theory AP Studio Drawing AP Studio 2D AP Studio 3D AP Art History Dual Credit Speech/Comm 1311

GISD Board Policy provides that no distinction shall be made between absences for UIL activities and absences for other extracurricular activities. A student shall be allowed, in a school year, no more than ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition.

****This section on eligibility does not include all eligibility standards. It is the responsibility of all coaches to be familiar with all the UIL requirements. Additional explanation of eligibility requirements can be found in the *UIL Side By Side* publication, or the *UIL Constitution and Contest Rules*.****

TEAM GUIDELINES AND ORGANIZATION

Season Planning/Scheduling

Head Coaches shall submit the proposed schedule for the following year for approval to the Campus Principal and Athletic Director no later than 3 months following the conclusion of their season.

GISD varsity teams may attend 3 tournaments per UIL rule, while sub-varsity teams may attend two, and middle schools may travel to one out of district tournament.

Games shall be scheduled within a 100-mile radius of Georgetown. Teams wishing to schedule games outside of the 100-mile radius shall get prior approval from the Campus Principal and the Athletic Director before making any scheduling commitments, and the sport's campus activity account will be responsible for all costs related to the trip. Any trips beyond 100 miles for consideration should occur only when no school time is missed (holidays or prior to start of school in August). The only expenses covered by the District for trips over 100 miles are entry fees for a tournament if applicable.

All schedules must be approved by the Athletic Coordinator responsible for your sport. Once the schedule is finalized, send copies to the Athletic Coordinator, Athletic Director, Principal, and Athletics

Administrative Assistant. Approved schedules should be entered in **Rank One** prior to the beginning of the season. Approved schedules for all teams shall be submitted to the Campus Athletic Coordinator and the Athletics Administrative Assistant to appear on district websites.

MANDATORY IN-PERSON PARENT MEETING

List of items to be covered

- Introduce coaching staff
- Provide list of emails and phone extensions for coach that will be coaching their team.
- Explain game day meal order procedure
- Cover UIL behavior expectation of spectators
- Cover GISD Athletic Code of Conduct
- Purpose of the booster club
- Cover sport specific procedures
    - Player responsibilities
    - Travel procedures
    - Lettering
    - Practice attendance
    - Injured players protocol (Athletic Trainer)
    - Game uniform expectations
    - Locker policy
    - Player roles
    - Grade check/tutoring policy
    - Player conduct/ Discipline procedures
    - Chain of Command for resolving conflict
    - Cell phone use and social media
    - Acknowledgement

Other Practice Considerations

- Complete pre-season planning well in advance of starting date.
- Submit schedules to your Athletic Coordinator and the Athletic Office for approval as soon as established.
- All practices shall be scheduled in advance. Practices before, during or after school do not need the approval of the Athletic Office. Night practices shall be scheduled only with the Athletic Office approval.
- Make sure all facilities are ready on time for games, matches, and meets. Coaches are responsible for all items used at home sites.
- Before making any schedule change, contact and receive approval from the Athletic Coordinator. On gaining approval, immediately contact the Athletic Office. It is the Head Coach's responsibility to inform athletes and parents.
- After approval for changes and/or if a game gets cancelled, the Head Coach must contact his/her coordinator, Athletic Admin. Assistant, front office, Principals, Athletic Director's office, Transportation, the Athletic Trainers, band, cheer, pep clubs. If it is a home game, you must also contact David Canfield (832) 452-5961 and the Booster Club.
- Other than approved tournaments, no games shall be scheduled during school hours or during selected school holidays as determined by the Superintendent.
- Varsity teams shall have priority in scheduling facilities. However, such priority shall not have the effect of dominating the facility to the detriment of other sports.

- In-season sports shall have priority over off-season sports.
- Avoid scheduling tournaments or games on Professional Development days.

HEAD COACH CHECKLIST

Pre-Season Checklist

- Up to date certification
    - CPR
    - Concussion Education Program
    - UIL Register My Athlete Online Coach's Compliance Program (CCP)
        - Fundamentals of Coaching in Texas Course (new to profession or Texas only)
        - Atavus Tacking (football only)
- Read UIL Sport Manual and be in compliance of all rules and rule changes
- Have schedule (all levels) approved by campus Athletic Coordinator (include Parent's Night, Senior Night, Middle School Night if applicable)
- Confirm game schedule reflects the correct number of games/tournaments allowed by UIL
- Enter practice and game schedules (all levels) into Rank One
- Check eligibility (credits, residency, etc.) of athletes (paperwork can be checked in Rank One)
- Enter facility requests information into FS Direct
- Enter trips into Trip Tracker early
- Schedule officials
- Turn in travel forms (overnight trips, meal requests, tournament entries) to Athletic Office
- Complete PAPF's for:
    - Incoming 9th grade athletes who did not attend your feeder Middle School
    - Any new athlete to your school (even intra-district transfers)
    - Follow GISD's PAPF Process
- UIL Team or Individual eligibility forms completed and signed
    - Signed by HS principal or designee
    - Send copy to DEC chair and to Athletic Directors Office. Keep a copy for your records.
- Schedule parent pre-season meeting. Inform the Athletic Coordinator of the date and time of the meeting. Reserve any facilities necessary.
- Confirm games (teams, locations, times) with opposing coaches
- Have team rules, guidelines, expectations approved by campus Athletic Coordinator
- Meet with Booster Club to outline the year and season
- Begin work on your school and/or booster club website to keep everyone informed of upcoming events.
- Turn in Fundraiser Requests
- Meet with feeder program coaches of your sport. Clinic scheme, drills, fundamentals, and outline expectations
- Order equipment, uniforms, other needs for your program
- Review Social Media Guidelines with teams
- Schedule announcers, book and clock keepers for games (verify background/payroll (Arbiter) status for non GISD employees)
- If having tryouts, make sure all tryout information is communicated clearly to parents, athletes, and administration

    - Have individual meetings with each kid cut from program
    - Do not post rosters of those who made the team
- Complete safety training and submit documentation to Athletic Directors office

In-Season Checklist

- Have parent meeting for all parents of athletes that made your team. Invite the Athletic Coordinator
- Have practice calendars available for your players and parents to view
- Turn in UIL Supplemental form if wanting to play a player on varsity that was not on the original eligibility form
- Turn in meal receipts within two business days of competition
- Turn in stats to appropriate media outlets. Max Preps, Salinger, Statesman, etc.
- Keep Rank One updated. Enter changes as they occur
- Follow UIL 8-hour practice rules and game limitation rules
- Travel with Emergency Contact cards (get these from your athletic trainer)
- Keep your website updated
- Email the attendance clerk a list of athletes anytime they need to be released early or miss school for an athletic event
- Call or text Athletic Trainer and Campus Coordinator anytime an athlete is seriously injured at an away game or is transported by ambulance to a hospital. At home games, athletic trainers will notify Campus Coordinator and Athletic Director anytime serious injuries or transportation of injured athlete occurs. Every effort should be made to visit athlete in the emergency room or hospital
- Make sure the campus and Athletic Office is notified of any game changes. Make sure to also notify officials, workers, etc. and update Rank One of any changes. If there are changes to scheduled games and officials are not notified, officials pay will be taken from your 865 account.
- Follow GISD Weather Guidelines
- Work with the Athletic Office/Campus Coordinator on playoff details and get playoff travel paperwork into the Athletic Office as soon as possible

Playoff Checklist

- Get on lists for possible playoff sites as soon as possible
- Permission must be received by the Athletic Directors office for overnight stays
- Keep playoff contact updated with all details and agreements
- After each playoff win, update scores via Max Preps
- Update Rank One
- Get travel paperwork in as soon as possible. Paperwork can be turned in early (3 to 4 rounds in advance)
- Turn in meal receipts within two business days of competition

Post-Season Checklist

- Conduct post season individual player meetings
- Schedule banquet - Follow Banquet Checklist/Guidelines
- Complete inventory, prepare wish list
- Complete end of season report and end of season review/action plan
- Schedule appointment within three weeks post-season with the Athletic Director

HIRING PROCESS

Anytime a coaching position opens up at a campus, the Athletic Director's office needs to know immediately.

The coordinator should work with the campus principal and Athletic Director to find qualified applicants. Middle School Coordinators should work with the feeder High School Athletic Coordinators and Campus Principals to find and hire coaches.

The Athletic Director will be directly involved in the hiring of all Head Coaches and campus Athletic Coordinator interviews.

Assistant coaches, along with any Head Coaches that the Athletic Director was not represented in the interviews, should be sent to the Athletic Director's office for a meet and greet.

Any new hires should be listed on the Google Doc that will be shared with coordinators and kept updated.

If at any time, a coach is considering relinquishing their current position in GISD, they should inform their Athletic Coordinator.

GAME/PRACTICE GUIDELINES & RESTRICTIONS

The coach must exercise reasonable care in matching athletic participants for practices, and other competitive situations. Always consider size, age, gender, skill/experience, or other incapacitating conditions.

Practice Policies

- Practice sessions should be well planned and well structured.
- Coaches should be the first to arrive and the last to leave the practice sessions. At no time are athletes to practice without supervision.
- All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be cleaned and secured.
- The Head Coach is responsible for ensuring all music played over PA during practice or games is school appropriate.
- Lineup changes will be discussed in private before being posted to the team.
- Knowing a player's home life is critical in how you coach that kid. We will treat all kids fairly but that does not mean they will all be treated the same. All kids are motivated differently.

We want as many student athletes as possible involved in programs during the athletic season. Various factors limit sizes of teams in individual sports. **Criteria to make the team should be clear, well thought out, and followed.** Cutting athletes should be done in the most compassionate manner possible. Care and consideration should be given to the feelings of each athlete.

Procedure

- When a squad cut becomes a necessity, the coach shall talk with each player individually. Athletes should be personally informed of the cut by the coach and the reason for the action.
- Cut lists are not to be posted.
- Coaches will discuss alternative possibilities for participation in the sport, or other areas of possible participation.
- If a coach anticipates difficulties arising as a result of squad selection, he/she should discuss the situation with the Athletic Coordinator.

Practice Restrictions

All coaches must abide by the UIL rules concerning start of practice dates, holiday restrictions, and the 8-hour rule. Coaches who have preseason practices outside the school year shall not engage in more than three hours of practice on days when one practice is conducted. Athletes shall not engage in more than five hours of practice activities on those days during which more than one practice is conducted. The maximum length of any single practice session is three hours.

On days when more than one practice is held, there shall be at a minimum, two hours of rest/recovery between the end of one practice and the beginning of the next practice. During this time there can be no practice activities at all. The following count as practice activities: on field/court practice, sport specific skill instruction, and mandatory conditioning. The following do not count: meetings, weight training, film study, water breaks, rest breaks, injury treatment, and voluntary conditioning.

There shall be no practices held on Sundays and designated holidays. Coaches shall confer with Principals for restrictions on the day before, and during STARR testing, and during professional development days.

Coaches shall refer to the UIL Constitution and Contest Rules for other specific restrictions relating to their sport. Other practice considerations include:

STARR Testing – State Board of Education
A school may not schedule an extracurricular activity or a public performance to occur on the day immediately preceding or evening immediately preceding the day on which the administration of the STARR test is scheduled for Grades 3-12.

Extracurricular Activities During Final Exams
For grades 7-12 there shall be no school-sponsored extracurricular activities scheduled the day before or during final examination days in the fall and spring semesters, except those of advancing state playoff teams. Care and consideration should be taken to avoid conflicts whenever possible.

Practice During December and on Sundays
Athletic teams may not practice, use school facilities, personnel, or equipment during five consecutive days of December. Schools may choose any five days which include December 24, 25, and 26. Athletic teams may not participate in school activities, practice, or teach any plays, formations, or skills, watch film, or hold team meetings on Sundays.

Inclement Weather
Athletic teams will not travel during periods of inclement weather (ice or flooding) unless or until district route buses are on the road. Athletic Director along with district officials will make this determination.

Student Travel/Transportation
Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. All athletes travel and return with the team unless previous arrangements have been made to do otherwise. (This should be strongly discouraged). An exception may be made if the student's parent or guardian presents a written request to the coach. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. Coaches shall not allow students to ride to and from contests or practices with other students. All students being transported in private cars must have a request from parents on file with the Principal and Head Coach.

Athletes must dress properly on all trips. Coaches must monitor athlete behavior while traveling to and from events. Persons not employed by the school district are not allowed to travel, eat, or room with teams unless they are an official team sponsor or approved by the Athletic Director. <u>After a trip, coaches shall not leave school until all students have departed</u>.

Bus Request/Transportation Trip Tracker
All trip requests must be filled out at least two weeks prior to the date of the trip, so that the trip can be properly processed and all district users can be accommodated.

Requests greater than 100 miles must be approved by the Principal and Athletic Director prior to scheduling.

A suburban can be reserved for a small number of passengers. It should be requested as far in advance as possible (i.e. State, Regional, Trips).

Use school transportation to move students. Use of private transportation requires permission of the parent or guardian.

Bus emergency evacuation must be taught to students traveling in buses. Coaches should make sure that buses are returned in the same condition as when the trip started. CLEAN YOUR BUS!

Suburbans
GISD suburbans may be reserved if you are taking 7 passengers or less. To secure a district suburban follow the same procedure as you would to secure a bus but choose "suburban" and follow the same procedures as the bus requests.

Charters
Charter buses may only be used with the Athletic Director's approval. Contact the Athletic Office with the destination, date and time of competition, and approximate time of return.

Commercial Driver's License
GISD requires coaches to obtain a CDL License and drive buses to athletic contests. The district will provide training opportunities and pay costs associated with the initial license.

Overnight Trips
Varsity teams may have only one overnight trip; and only with the Principal and Athletic Director's approval in advance. No **sub-varsity groups** may take overnight trips. All expenses come from the sport's activity account. All overnight accommodations and travel need to be arranged by the coach in coordination with the Athletic Office. A Purchase Order Request Form is required in advance for accommodations with a copy of the quote from the hotel. The hotel quote, along with the Purchase Order request form is required two weeks before travel. The Head Coach assumes full responsibility for his/her athletes. Supervision, Supervision, Supervision!

Team Discipline and Appeals
Coaches shall have the authority to discipline athletes under their care for actions detrimental to the team, which may include suspension, probation, or removal from the team and program. **GISD has a standard "Contract" process and "Removal from Team" process that should be followed.** Coaches shall use the GISD Athletics Code of Conduct to guide their decisions. Athletes shall be informed of the reasons for their suspension or dismissal, and be allowed to appeal the decision should they choose to do so.

An appeal should be considered by appropriate school personnel on the basis of:

- Variation from printed policy, administrative procedures, regulations or rules and standards for membership and participation in athletics.
- Failure to establish reasonable documentation that the student's conduct/behavior has violated the standards for suspension or removal from athletics.
- Failure to give the student/parent due process (notice of the facts being alleged) about the conduct/behavior and opportunity to refute the charges.

Students and parents who wish to appeal should have their concerns heard, and when possible, meet informally with the coach and/or the Athletic Coordinator. Should the student choose to go through the formal grievance process; he/she should contact the Campus Principal.

Quitting a Sport
There will be times when an athlete finds it necessary to quit playing a sport before, during, or after the season. The following should be followed in order to quit a sport:

- The athlete should talk to the coach. The coach should have a phone conversation or face-to-face meeting with the parent or guardian.
- The student may need to be placed into a Physical Education class in order to complete the credit begun in athletics or stay in the athletic period until such time as a schedule change can occur, which could be the next semester.
- All equipment issued must be returned or paid for.
- It shall be the coach's decision whether to allow that student to return to the sport in the future.
- An athlete shall not join another sport until the end of the season of the sport he/she has quit unless mutually agreed upon by the two coaches involved.

Medical Guidelines, Procedures & Physicals
All students in a competitive sports program must satisfy the UIL Medical History and Physical Examination Requirements. These must be kept on file in the High School Athletic Trainer's office. Coaches are held to a standard of "reasonable care." Coaches are held accountable for administering first aid until qualified medical personnel arrive.

GISD Injury and Medical Policy
- The Head Coach and Athletic Trainer will see that proper training equipment is available at each practice and contest.
- Each injury should be checked on no matter how slight.
- All serious injuries including concussions or ambulance call-outs should be reported to the Athletic Director.
- The Athletic Trainers will remain in constant communication with the parent or guardian during the treatment process.
- Coaches and/or Athletic Trainers should advise parents if a student needs professional medical assistance.
- If a player goes to the hospital a coach needs to make a hospital visit following the practice or game.
- When possible, require injured players to watch practice.
- Hot weather practices should have sufficient water breaks to restore lost body fluids.
- A team physician should be present at all varsity football games.
- All athletes must have a current physical examination on file before participating. Athletes must have a new physical once each calendar year

Injuries
All injuries should be reported to the coach or Athletic Trainer. If a student suffers an injury that requires the care of a physician, the student must have a release from his/her physician before resuming practice or competition.

Heat Considerations
Coaches should be mindful of problems that can arise in workouts during the hot summer months. Each campus athletic trainer will monitor heat index and communicate with coaching staff to aid in making practice decisions. It is the coach's responsibility to educate athletes about proper nutrition and hydration, especially during the hot summer months of August and September. Coaches should allow athletes to

remove helmets and/or clothing as necessary to protect them during practices held during the hot summer months. All athletes should undergo a period of acclimation to help reduce the negative effects of heat during hot weather workouts. Football players are required by UIL rule to go through the first five days of summer workouts in a phased in acclimation period regardless of when they join the team. There is also a phase in period during spring football practices.

Proper hydration is essential in protecting athletes and maximizing their performance during hot weather. Coaches should make fluids available at all times during practice and should monitor athletes to make sure they are consuming enough fluids. When it's hot finish workouts talking to the team about proper hydration.

Monitoring Athletes

Coaches should observe athletes frequently and carefully before, during, and after practice. Coaches should be aware of the signs for heat related problems. These include, but are not limited to: irritability, confusion, belligerence, hyperventilation, refusal to drink, staggering, headache, dizziness, unusual fatigue, heat flush, cramps, tingling fingers, nausea, vomiting, weakness, rapid pulse, profuse sweating, drowsiness, high temperature, or collapse. Any of these symptoms should be taken seriously, and referred to the Athletic Trainer. Treatment should include rest in a cool shaded area, drinking of fluids, loosening or removing of clothing or equipment, and in the case of high temperature or collapse, immediate cooling and the seeking of emergency medical treatment.

Athletic Equipment

It is important to emphasize to all athletes their responsibility to take care of school equipment and facilities and to report any abuses to their coach or the Athletic Coordinator.

- Athletic Department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches.
- School district athletic equipment will not be loaned to outside groups except with the approval of the Athletic Coordinator and Athletic Director in unusual circumstances.
- For liability reasons, use of school equipment by non-school groups is discouraged and, in all cases, where this practice is implemented a liability release is needed.

Each Head Coach is directly responsible for the care and control of equipment used in his/her program. The Head Coach is ultimately responsible for the security of athletic equipment issued to all team personnel.

The purchase of all uniforms must have the approval of the Athletic Director and shall be limited to the approved school colors unless approved by the Athletic Director. All new uniforms must be approved by the Athletic Director. Uniforms and equipment furnished by the school belongs to GISD. Athletes will be responsible for all equipment issued to them. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly. The coach will collect this money and turn it into the Athletic Office.

An efficient method for issuing and keeping records of equipment is an essential factor in athletic management, in order that equipment may be preserved and the expenses for such items are kept to a minimum. Respect for and care of property should be one of the lessons that are derived from athletics.

Laundry
The Athletic Coordinator at each campus shall set up a laundry schedule to meet the need of his/her campus. Each Head Coach is responsible for the cleanliness and neat appearance of his/her team. Students shall not take game uniforms home to be laundered. Head Coaches must check the laundry room regularly for cleanliness, and to help reduce the possibility of infection.

Collection and Storage of Equipment
Coaches are responsible for collecting all equipment which is issued to players during the year. Coaches shall collect uniforms and other equipment on the day of their last contest. The Head Coach or trainer shall supervise the collection, inventory and storage of all equipment issued within his/her sports program. If any equipment is lost or has abnormal usage, the athlete will be charged replacement costs. All equipment should be cleaned, repaired, and then stored in a cool, dry place.

Inventory
The Head Coach or his/her designee (not a student manager) shall be responsible for keeping an accurate perpetual inventory record and for taking an annual physical account of the equipment used in his/her sport, including middle school equipment for that sport. Items listed for discard are to be gathered and stored until arrangements have been made with the Athletic Director for verification of final disposal.

Equipment Needs
A list of major equipment requests or improvements must be submitted in writing to the District Athletic Office in January with justification for the request. The Athletic Director will compile budget recommendations upon availability of funds.

FACILITIES

Supervision
Coaches are responsible for supervising gyms, locker rooms, shower rooms, weight rooms, training rooms, storage areas, and playing fields. Coaches must always exercise reasonable care in the supervision of athletes at practice or in games.

Safe Playing Environment
Coaches should regularly inspect the playing environment and report safety issues to campus coordinators and/or the Athletic Director.

Facilities Usage

- Coaches/campuses may not allow anyone to use their keys at any time or allow use of facilities without following GISD procedures.
- GISD facilities are to be used by GISD students under the supervision of GISD employees in their official capacity.
- In order for any outside group to use our facilities, they must be rented using the process outlined by the Athletic Director's office. Direct interested parties to Vickie Williams at 512-943-5000 x6105.

Athletic Facility Summer Usage
GISD facilities such as the HS gyms or weight rooms may be opened for the use of the home campus students. The facilities may only be open Monday thru Thursday and should follow a posted schedule. A high school coach must be present at all times to supervise the facility and ensure the safety of the students. A coach must follow summer UIL guidelines when dealing with our student athletes.

Scoreboards
When having an issue with a scoreboard, please first try to reset it before you turn in a work order request. If our Maintenance Dept. determines they cannot fix the issue, please call the scoreboard company, describe issue and request a service call:

Olen Williams (Fair-Play): (800) 888-7116
Spectrum: (800) 392-5050

	MAIN GYM	**AUX. GYM**	**STADIUM**	**BASEBALL**	**SOFTBALL**
EVHS	Olen Williams	Olen Williams	Olen Williams	Olen Williams	Olen Williams
GHS	Spectrum	Spectrum	Spectrum	Spectrum	Spectrum
BENOLD	Spectrum	Spectrum	Spectrum		
FORBES	Spectrum	Spectrum	Spectrum		
TIPPIT	Spectrum	Spectrum	Spectrum		
WAGNER	Spectrum	Spectrum	Spectrum		

Work Order Procedures

- Work order requests for stadiums, fields and tennis courts need to be turned into

  Vickie Williams, ext. 6105

- Work order requests for issues in a gym, dressing room, etc. inside your school building needs to be turned into:

  EVHS – Julie Crooks ext. 8000
  GHS – Tammie Porter ext. 7027
  Middle Schools - Campus Secretary

Minor Construction Projects

1. Any project that alters the current condition, physical appearance, and/or building function (such as painting, adding a wall, enclosing a space, construction of a device inside of a classroom, adding/changing floor types, etc.)
2. Any project that requires the addition of building components, such as power outlets, data outlets, etc.
3. Any project to be performed by forces outside of District personnel (such as Booster Clubs, outside vendor installations, donated items requiring power/data/furniture, etc.).
4. Any project with an estimated cost of $500.00 or more, using either outside forces or in-house maintenance.

   ***Contact the Athletic Director with all details related to the project and seek permission to move forward with the project.**

Media/Media Releases

Each coach is a representative of the GISD Athletic Department. It is the personal responsibility of a coach to maintain good relations with the faculty, parents and general public, and to create a favorable picture of the athletic program.

It is the responsibility of the Head Coach of each sport to see that athletic results are provided to the *Austin American-Statesman*. Every effort should be made to cooperate with news media requests. When reporters are not present to cover an event, the Head Coach or designee shall call as soon as possible after the event. The media may provide forms which can be filled out and faxed back for sub-varsity events. This must be given prompt attention.

All information regarding the school district's policies concerning the athletic program and personnel shall be released through the Athletic Director's office.

Coaches must always be mindful of the power of the spoken word, and choose words carefully when responding to questions from the media. Keep comments positive and brief, and never discuss student injuries.

***Parents expect to see team results and stats on MaxPreps. Be diligent about getting results and statistical information entered after each contest.**

Scouting
Coaches of team sports below the varsity level may be assigned to scout future opponents of the varsity team. Prior approval from the Principal will be necessary when class time is to be missed.

Scouts should verify with the varsity coach the day before the game the exact time and site, along with information to be gathered. All scouts should arrive a minimum of 15 minutes before team warmups.

Travel expenses will be reimbursed at the rate of $0.60 per mile. Scouts may use a GISD suburban if available, or use their own vehicle, and submit to the Athletic Admin. Assistant an Out of District Travel Reimbursement Form with the mileage attached using the MapQuest mileage guide website for his signature and approval. For scouting trips over 100 miles coaches may seek permission from the Athletic Director to use a rental vehicle if a GISD suburban is not available, instead of using their own vehicle. Meal requests will be honored for out of district travel on the Employee Travel Request and Approval Form. Itemized original receipts must be turned in. A credit card receipt will not be accepted. Submit an original receipt for other expenses, such as parking charges. The Out of District Travel Reimbursement Form must be turned in within two weeks of the scouting, and must include the teams scouted, location, date of game, and the GISD high school for which the scouting took place.

Officials
Officials for high school and middle school contests will be secured by the Head Coach of individual sports. The officials from each sport bring their own chapter form with the information to be paid with them to the game they are assigned. This official's card or sheet must be turned in to the gate keeper.

Officials are our guests; and any mistreatment of them could result in severe penalties. In addition, we are experiencing a shortage of officials. TAKE CARE OF THEM. Officials' fees will be UIL approved for all high school contests and approved by the Athletic Office for all Middle School contests.

Awards
All awards to students for participation in extracurricular activities or organizations must meet criteria set forth in the individual activity/organization's guidelines, as established by the coach and approved by the appropriate district-level official. Awards must be in accordance with UIL guidelines. Athletes who quit or are eliminated from activities in or out of season, give up all rights to honors or awards which she/he has earned, but not yet received (Head Coaches discretion). Head Coaches may add additional requirements if necessary. Coaches should make all athletes aware of the requirements for lettering in their sport.

Signing Days
GISD High Schools will hold signing days in the fall, winter, and spring for athletes that have committed to play collegiate sports. Athletes recognized on these signing days must have participated on the High School campus team, or GISD approved club team (ex. lacrosse) and be in good standing with the athletic program. Most signing days will occur in November, February, and the end of April/early May for the ones who are signing late. The Campus Coordinator/Asst. Campus Coordinator will work with the Head Coaches to schedule and set up for the signings for National Signing Days. Head Coaches of athletes signing on non-national signing days will be responsible for the signing ceremonies for those athletes, although we want most athletes signing on the dates listed above. Signings will be held preferably in the morning, before the school day begins. Signees should each have their own table and provide decorations in their college colors. Each Head Coach will speak briefly about the signee and their accomplishments. It is recommended that some form of refreshments are provided for attendees on National Signing Days

(best practice is to have parents coordinate refreshments). Any GISD student athlete confirmed by the Head Coach to be furthering their academic/athletic career is eligible to participate in signing day

Signing Day Checklist:

- Invite Campus Staff, parents and local media to the signing. (at least 48 hours in advance.)
- Use a Calendar Invite to notify the Athletic Director of signings. (at least 48 hours in advance.)
- Reserve locations in FS Direct and request AC/heat.
- Make sure each signee and their parents are aware of what they need to provide for decorations (balloons, table cloth if wanted, etc.)
- Help coordinate all parents and athletes to ensure they work together to prepare decorations and reception.
- Provide athletes with a paper and pen to sign.
- Head Coaches should have information about the signee and be able to speak for 3-5 minutes about the athlete.
- Give parents and media an opportunity to take pictures.
- If 5 or more athletes are signing, we highly recommend holding the ceremony in a larger space like a gym. Athletic study halls are okay to hold the ceremonies in if less than 5 athletes are signing.

Banquet Guidelines

A banquet may be held after the close of a season to recognize players and build rapport. School athletic teams are limited to no more than one post-season meal or banquet per sport, per school year, and it must be given by a non-profit organization and approved by the school. Banquet favors or gifts are considered valuable consideration and according to UIL rules are a violation if they are given to a student-athlete at any time.

At least two weeks before the event invite the Principal(s), Athletic Director, Superintendent, and School Board members to attend your banquet.

The coach shall double check names, grade level, and jersey number of each player. (The banquet is a big deal make sure you do not leave anyone out).

At the banquet

- Thank everyone who helped with the season.
- Keep comments about the season brief and positive.
- Make sure every varsity player is introduced by name.
- Comments about each player should be brief and positive. Keep most comments for seniors.
- Be positive.
-

Comments to Avoid

- Avoid humor that may be taken out of context by the player of parent.
- Talking about the past (coaches or players).
- Predictions about the future.
- Anecdotes not appropriate for a more formal awards ceremony.
- Talking about other teams or other schools on any level.
- If you plan to resign from your coaching position, please do not announce this at the awards night.

SUMMER CONDITIONING PROGRAM

- The minimum ratio of coach to athlete will be 1/25, per session.
- EXPENSES: Mandatory expenses include: (1) Camp Insurance, and (2) a 20% of the net, facility rental fee. All other expenses will be at the discretion of the summer program director and the GISD Athletic Coordinators.
- STAFF COMPENSATION: After the net profit amount is determined, a daily rate will be determined and all staff members will be paid equally based on the daily rate. Substitute staff will be paid according to the daily rate. The program organizer, or lead coach, can receive additional compensation up to $500 for any organizational duties that are required. The GISD Athletic Coordinators will determine this compensation amount for their school's program. This amount ($1-$500) should be included when determining the net profit amount.

SPORT SPECIFIC CAMPS

- FEE STRUCTURE: 9 hours (Minimum) $75; 10-12 hours $100; 13+ hours $150
- Scholarships will be granted based on need and request. The children of GISD athletic staff members will receive scholarships.
- The minimum ratio of coach to athlete will be 1/25, per session.
- EXPENSES: Mandatory expenses include: (1) Camp Insurance, and (2) a 20% of the net, facility rental fee. All other camp expenses will be at the discretion of the Head Coach.
- STAFF COMPENSATION: The Head Coach of each sport specific camp can receive between 0%-60% of the net profit amount. The balance of the net profit amount will be distributed to the camp staff at the discretion of the Head Coach. In determining the staff compensation for equal hours worked, a variance not to exceed 25% must be used. **Example:** John Smith and Joe Jones both worked 14 hours at the baseball camp. The Head Coach pays John Smith $400. Joe Jones must be paid at least 75% of $400, or $300.

GISD PROCEDURE FOR CAMP SCHOLARSHIPS

1. Parent/kid says they can't pay for camp and need assistance. Your answer should be:
    - Are you on free or reduced lunch? If they answer yes – you then ask – what can you pay? (then help set up a payment plan)
    - If their answer is no – then ask what can you pay each month/week to get it paid off (be flexible, help the parent/kid anyway possible to get to camp – but also know we want them to pay).

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2. GISD coaches' kids are free for whatever camp(s) they attend.
3. Discounts for a family with multiple children doing multiple camps: once out of pocket cost reaches $300, any additional athletic camp tuition for the summer will be 30% off.
4. **For all GISD employees**: once out of pocket cost reaches $300.00, all athletic camp tuition for the summer is 50% off.

BOOSTER CLUBS

All Head Coaches shall be heavily involved with the booster club. You are responsible making sure the club abides by all UIL and GISD guidelines.

GISD Booster Club Fact Sheet

The Role of the Booster Club

1. To raise supplemental funds through fundraising activities for the use of the associated program
2. To plan and provide an end-of-the-year banquet that recognizes the efforts and achievements of the players, coaches and support personnel

Information for Booster Club Members

1. All booster club activities are under the jurisdiction of the GISD Athletic Director. The Athletic Director has approval authority over booster clubs and should be invited to all meetings.
2. The Athletic Director's designee is required to manage the activities of the booster club. Coaches should not have control or signature authority over booster club funds. Coaches should not have access to booster club checks or debit cards.
3. Booster clubs will collaborate with their respective Head Coaches to adopt an annual booster club budget.
4. Booster clubs should not expend funds without the knowledge and approval of the Athletic Director's designee. Approval should be prior to a check being written, not after the fact.
5. Booster clubs are required to apply for approval from the Athletic Director prior to any fundraising activity.
6. **IMPORTANT:** Booster clubs should never give anything to students. The UIL penalty for this violation is the forfeiture of varsity eligibility in the sport for which the violation occurred for one calendar year from the date of the violation.
7. Booster clubs are required to submit semi-annual financial reports to the Athletic Director's office.

What Can the Booster Club Write Checks For?

1. Anything relating to the daily operations of the club including, but not limited to: mail outs, postage, website fees, advertising in the local paper, bank fees, etc.
2. Items purchased for resale (concessions, fundraising items).
3. Coaches Appreciation: The UIL allows for a $500 limit per coach, cumulative for a calendar year and is not specific to any one particular gift.
4. All items necessary for the preparation of one pre-season meal (Meet the Eagles/Patriots), per team, per sport, per school annually.
5. All items necessary for the preparation of one post season meal or banquet per sport, per school year.
6. Meals/hospitality for referees.
7. Hospitality needs for tournaments.
8. Items relating to a fundraising activity (signs, equipment rentals, etc.).
9. Production of media guides and, or programs.
10. Reimbursements to GISD.

For additional information go to https://www.georgetownisd.org/about-gisd/policies-procedures/policies-procedures/booster-club-policies-procedures and consult the GISD Booster Club Guidelines and Procedures handbook.

MIDDLE SCHOOL ATHLETICS

All Middle School coaches are expected to work with high school coaches to develop athletic programs that allow for an orderly, smooth, and successful progression from middle school to the high school program.

High School coaches are expected to give proper direction to Middle School coaches within the High School feeder pattern. Middle School coaches may be requested to assist High School coaches in certain areas including, but not limited to, scouting, filming, organizing meetings with middle school student athletes, etc.

General Middle School Eligibility Requirements

https://www.uiltexas.org/policy/constitution/elementary-junior-high/junior-high

GISD ATHLETICS WEATHER PROCEDURES

Hot Weather Procedures

Section I
Chain of Command

- When necessary, the Athletic Trainer will obtain the weather report and provide it for the Head Coach approximately one hour prior to practice/game time.
- The Athletic Trainers will advise the Middle School Coordinators of any temperature restrictions and the Middle School Coordinators will then set their practices accordingly.

Section II
Enforcement of Procedures

- Head Coach/Staff Athletic Trainer/Middle School Coordinator will monitor time of exposure.
- Any violations will be reported to the Athletic Director verbally as well as in writing.
- Athletic Director will meet with Head Coach/Middle School Coordinator.

Section III

Specific Heat Restrictions for Practices and/or Games

- **Wet Bulb Globe Temperature < 82.0°F**
  - Normal activities for all exercise outdoors.
  - Practices will have a minimum of three water breaks per hour. Each break will be at least 3 minutes of total rest time.
  - Games – You may choose to either follow the guidelines above for breaks if your game starts within these parameters. Otherwise, you may choose to delay the start of the game.

- **Wet Bulb Globe Temperature 82.1 – 87.0°F**
  - Use discretion for intense prolonged exercise outdoors.
  - Practices will have a minimum of three water breaks per hour. Each break will be at least 4 minutes of total rest time. Open water policy during the entire practice.
    - Football – During cardiovascular conditioning, athletes should remove helmets
  - Games – You may choose to either follow the guidelines above for breaks if your game starts within these parameters. Otherwise, you may choose to delay the start of the game.

- **Wet Bulb Globe Temperature 87.1 – 90.0°F**
  - Maximum practice time for all sports is two hours.
  - Practice will have a minimum of four water breaks per hour. Each break will be at least 4 minutes of total rest time. Open water policy during the entire practice.
    - Football – Players are restricted to helmets, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to workout wearing football pants without changing to shorts.
  - Games – You may choose to either follow the guidelines above for breaks if your game starts within these parameters. Otherwise, you may choose to delay the start of the game.

Wet Bulb Globe Temperature 90.1 - 92.0°F

- Maximum practice time for all sports is one and a half hours.
- Practices must have 20 minutes of rest breaks distributed throughout the hour and a half. Open water policy during the entire practice.
  - Football – Players are restricted to helmets, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to workout wearing football pants without changing to shorts.
- Games – You may choose to either follow the guidelines above for breaks if your game starts within these parameters. Otherwise, you may choose to delay the start of the game.

Wet Bulb Globe Temperature 92.1 - 93.4°F

- Maximum practice time for all sports is one hour.
- Practices must have 20 minutes of rest breaks distributed throughout the hour. Open water policy during the entire practice.
  - Football - No protective equipment may be worn during practice, and there may be no conditioning activities.
- Games - you may choose to either follow the guidelines above for breaks if your game starts within these parameters. Otherwise, you may choose to delay the start of the game.

Wet Bulb Globe Temperature > 93.5°F

- No outdoors practices allowed in any sport. Teams may choose to delay workouts until a cooler WBGT is reached.
- Games – You may choose to either follow the guidelines above for breaks if your game starts within these parameters. Otherwise, you may choose to delay the start of the game.

Section IV □

Specific Heat Illnesses

- Heat Cramps – Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to sweating.
- Heat Syncope – Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes athlete to heatstroke.
- Heat Exhaustion (Water Depletion) – Excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.
- Heat Exhaustion (Salt Depletion) – Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.
- Heatstroke – An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heatstroke victims, contrary to popular belief, may sweat profusely).

Section V

Treatment of Heat Related Illnesses

- Immediate on the spot first aid by an adequately trained individual should begin immediately.
- Activate EMS immediately if any of the following are present:
    - Athlete is unconscious.
    - Athlete begins to have seizures.
    - Athlete has stopped sweating and the skin appears dry and hot.
- Begin by taking off excess layers such as helmets, shoulder pads, etc.
- Begin administering fluids immediately if athlete is responsive. Some athletes may feel nauseated and not want to drink. They should be encouraged to drink as much as possible.
- If the athlete is able to move, they should be moved to a shaded area or indoors as soon as possible. They may have ice bags placed on body in the armpit, groin, and around the neck, or place the athlete in a cold tub if one is available. If you have a fan, you may use the fan as well to assist in cooling the athlete.
- If the athlete begins to have cramps, use massage and stretching to help the muscle stop cramping.
- If you have administered care for more than 30 minutes and the athlete does not appear to be getting better, call the parents and have the athlete taken for further medical care at the hospital or with their primary care physician.
- Any athlete that suffers a heat illness will be required to do pre-weight and post-weight exercise weights to monitor body composition. Any weight loss more than 3% of the athlete's total body weight will require a hydration plan to be in place for the athlete during all athletic activity.

Section VI

Water Replacement Guidelines

- Student-athletes should adequately gain weight back that is lost during workouts. Anything over 3% of the athlete's total body weight should be monitored closely by all coaches and Athletic Trainers.
- Recommendation for water replacement are as follows:
    - What Not to Drink
        - Drinks with carbohydrate (CHO) concentrations of greater that 8%
        - Fruit juices, CHO gels, and sodas
        - Beverages containing caffeine and carbonation
        - All drinks promoted as "energy drinks". Examples include Amp, Rock Star, Red Bull, Full Throttle, etc.
    - Hydration Tips and Fluid Guidelines
        - Drink before, during, and after exercise
        - Drink at least 20 oz. of water or sports drink 2-3 hours before exercise begins
        - Drink another 7-10 oz. of water or sports drink 10-20 minutes prior to exercise
        - Drink fluid during practice at least every 10 minutes
        - Drink beyond your thirst level, once you are thirsty, you are already dehydrated
        - After practice, drink at least 20oz of water or sports drink for every pound lost

Cold Weather Procedures

Section I
Chain of Command

- When necessary, the Athletic Trainer will obtain the weather report and provide it for the Head Coach approximately one hour prior to practice/game time.
- The Athletic Trainers will advise the Middle School Coordinators of any temperature restrictions and the Middle School Coordinators will then set their practices accordingly.

Section II
Enforcement of Procedures

- Head Coach/Staff Athletic Trainer/Middle School Coordinator will monitor time of exposure.
- Any violations will be reported to the Athletic Director verbally as well as in writing.
- Athletic Director will meet with Head Coach/Middle School Coordinator.

Section III
Specific Cold Weather Restrictions for Practice and/or Games

- Wind Chill Factor under 29ºF (with rain)
    - A maximum of 60 minutes of continuous exposure.
    - Coaches must make sure that the athletes are dressed warm.
- Wind Chill Factor under 22ºF (with rain)
    - All practices will be indoors.
- Wind Chill Factor under 22ºF (without rain)
    - A maximum of 60 minutes of continuous exposure.
    - Coaches must make sure that the athletes are dressed warm.
- Wind Chill Factor under 15ºF (without rain)
    - All practices will be indoors.
- ***Swimming Only***
    - There will be no outdoor practice if the Wind Chill is 10º or below.

Section IV
Specific Cold Weather Illnesses

- Mild Hypothermia – Shivering, cold sensation, goose bumps, numb hands
- Moderate Hypothermia – intense shivering, muscle incoordination, slow and labored movements, mild confusion, difficulty speaking, signs of depression, withdrawn
- Severe Hypothermia – shivering stops, exposed skin is bluish and puffy, inability to walk, poor muscle coordination, muscle rigidity, decrease in pulse and respiration rate, unconsciousness
- Frostbite – Thermal injury to the skin caused by cold exposure
    - Frostnip – Only the outer layer of skin is frozen. Skin appears white and waxy or possibly gray or mottled. It may have sensation or may be numb. May be painful.
    - Superficial Frostbite – Skin appears white, mottled or gray. It feels hard or rubbery on the surface, but deeper tissue is still soft. Skin is insensitive to touch.
    - Deep Frostbite – Includes all the layers of the skin. Skin is white and has a “wooden” feel all the way through. There is numbness and possible anesthesia. Can include the muscle and bone.

Section V □

Treatment of Cold Weather Illnesses

- Remove the athlete from the cold environment.
- Remove wet clothing and replace with dry clothing and/or blankets.
- Refer all moderate and severe cases of hypothermia to emergency room once it is safe for transport.
- If it is an isolated frostbite injury:
    - Do not rub area.
    - Gently re-warm area by blowing warm air onto the area, placing the area against a warm body part, or placing the affected area into warm water for several minutes.
    - Make sure you begin to warm core of body as well.
    - Refer to emergency room as soon as possible.

Section VI □

Cold Weather Games

- Games to be postponed due to cold weather will be determined on a case by case basis by the Athletic Director. Postponed games to be re-scheduled will be determined by the Head Coach of that sport as well as the Athletic Director.
- Recommendations for cold weather events are as follows:
    - It is recommended, but not required, that all events be rescheduled if the wind chill factor is below 22^{o}F (with rain) or 15^{o}F (without rain).
    - It is recommended that all athletes be allowed to change socks, t-shirts, gloves, etc. at halftime if the clothing is wet.

Section VII □

School Day Cancellations

- No practices or games will be held without approval from the Athletic Director on days when school is cancelled due to bad weather. The Head Coach or Athletic Director will then notify the Athletic Trainer of any changes to the practice and/or game schedules.

Lightning Procedures

Section I □

Chain of Command (Practices)

- The Athletic Director, Athletic Trainer, and Head Coach will assume responsibility for implementation of lightning procedures for practices.

Section II □

Enforcement of Procedures

- Head Coach/Staff Athletic Trainer/Middle School Coordinator will monitor exposure.
- Any violations will be reported to the Athletics Director verbally as well as in writing.
- Athletic Director will meet with Head Coach/Middle School Coordinator.
- The UIL clearly states the following: “All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity, without fear of repercussions or penalty from anyone.”

Section III □

Detection of Lightning (Practices Only)

- Lightning will be monitored by the Athletic Trainers and Coaches using the Perry Weather Text Message Lightning Alert System. The text alert system has two ranges:
    - 10.1 – 18.0 miles: All coaches will receive a text alert notifying them that lightning is in the advisory range and they should prepare to move indoors. Athletic Trainer will have someone monitoring radar on a computer or iPad and notify the coaches of any weather bulletins that are posted by the National Weather Service.
    - 0.0 – 10.0 miles: All coaches will receive a text alert notifying them that lightning is in the warning range and they should move immediately indoors. Athletic Trainer will have someone monitoring radar on a computer or iPad and notify the coaches of any weather bulletins that are posted by the National Weather Service.
    - Once the threat has passed, and 30 minutes has elapsed since the last lightning activity detected within the 10-mile range, coaches will receive an alert text stating that all is clear in the area and they may return outside.
- In the absence of a lightning detector, Head Coach/Athletic Trainer will utilize the "30-30" Lightning Safety Rules. This method uses the Flash to Bang method. An audible range for thunder is approximately 8-10 miles. The sound travels at a speed of one mile for every five seconds. To use this method, use the following:
    - Once lightning is sighted, begin counting until you hear thunder.
    - Divide by 5 to obtain how far away in miles the lightning is occurring.
    - Example: If you see lightning and count to 15, then hear thunder, the lightning is approximately three miles away.
    - A good rule to remember is that if you hear thunder, it is probably time to head indoors.

Section IV □

When to Return to the Field

- No team shall return to the field until at least 30 minutes has elapsed from the last detection of lightning activity within the 10-mile range. A text for all clear in the warning range will be sent to all coaches.

Section V □

Game Day Procedures

- The Head Coach, Athletic Trainer, Game Administrator, and Game Officials will work together to implement the lightning procedures prior to any athletic contest.
- Once the contest has begun, the Game Official is responsible for the decision and has authority to suspend any event, even when lightning may not be within the warning range.
    - However, once lightning is within the warning range all play will be suspended immediately.
- The Athletic Trainer will closely monitor all lightning activity in the area. The Athletic Trainer will be in charge of communicating all updates to the Game Officials, Head Coach, and Game Administrator.
- The Game Administrator assumes the responsibility as spokesperson to participating teams, school administrators, press box, and news media.
- No athletic contest will resume until at least 30 minutes has elapsed from the last detection of lightning activity within the 10-mile range.

Section VI □
Game Day Shelter

- If it is determined that the game will be suspended due to lightning, the following procedures will be followed:
    - Football/Soccer Stadium: Teams will go to their designated locker rooms. All spectators will be asked via announcement from the press box to please seek shelter under the bleachers or in their vehicles.
        - Visiting Team Band/Cheer/Drill Teams will return to their buses pending the determination of the delay. In the event the delay is lengthy or different accommodations are needed, the GHS Annex Main Gym will be utilized. Buses will transport students from stadium parking to the rear entrance of the Annex Gym.
        - Home Team Band/Cheer/Drill Team will be escorted to the GHS Main Campus and utilize the music building and/or cafeteria for shelter.
    - Track Stadium: Athletes will go to locker room, weight room, and/or team bus (Visiting Teams). Spectators will seek shelter in their vehicles.
    - Baseball Field: Athletes will seek shelter in baseball coaches' office, locker rooms, indoor batting cage, or team bus (Visiting Teams). Spectators will seek shelter in their vehicles.
    - Softball Field: Athletes will seek shelter in softball coaches' office, locker rooms, indoor batting cage, or team bus (Visiting Teams). Spectators will seek shelter in their vehicles.

Section VII □
Treatment of Lightning Strike Victims

- In the event that someone is struck by lightning at any event the following procedures should be followed:
    - Activate EMS immediately. Clearly state your location as well as any injuries you see on the victim.
    - People who have been struck by lightning do not carry an electrical charge; therefore, if it is safe to move the victim to a safer location you may do so.
    - Monitor all vital signs until EMS arrives. Check for airway, breathing, and circulation and begin CPR if necessary.

Catastrophic Weather Events

Section I □
Tornadoes/Catastrophic Weather Events

- In the event of a tornado touching down or any other catastrophic weather event, the following procedures will be followed:
    - If during school hours, evacuation procedures set forth by GISD will be implemented.
    - If during athletic hours, athletes will go to the nearest locker room and huddle in the room furthest from the outside walls.
    - If during athletic contests, all reasonable effort will be made to move all athletes to the safest and most secure location inside the sturdiest structure available. If we are unable to move them away from their field of competition the following will be used:
        - Football/Soccer Stadium: Teams will go to their designated locker room and huddle in the center of the locker and/or the shower area. Spectators will be allowed to evacuate to their cars or inside the school building.

    - Band/Cheer/Drill Team will be escorted to the nearest structural building (either GHS Main Campus, GHS Annex, or GHS Field House) to shelter in place.
- Track Stadium: All teams will go to the nearest locker room available. Spectators will be allowed to evacuate to their cars or inside the school building.
- Baseball Field: Both teams will huddle in the baseball coaches' office and Varsity locker room. Spectators will be allowed to evacuate to their cars or inside the school building.
- Softball Field: Both teams will huddle in the softball coaches' office and Softball locker room. Spectators will be allowed to evacuate to their cars or inside the school building.

Official/Umpire Contacts

Baseball	Cen-Tex Umpires Association Todd Wood - (512) 318-9288 tood.wood@woodcp.com
Basketball	TASO – Austin Basketball Officials Association David Allen - (512) 552-7721 David.allen@thsboa.org Varsity Ken Patton – (512) 680-4086 Kpatton85@austin.rr.com 9th & JV Brad Ballee - (512) 496-6853 bballeeref@gmail.com Middle School-Boys Vic Myers (512) 423-3355 vcmyers50@yahoo.com Middle School-Girls Will Williams w_williams_66@yahoo.com
Football	TASO - Austin Chapter Football Officials For Varsity Games contact: Wayne Elliott – (512) 825-9587 wayne@wayneelliott.net For Sub-varsity Games on Th, Fri, Sat John Carter (512) 627-2938 icallit@hotmail.com For Sub-varsity Games on Mon, Tues, Wed Edward Johnson…512-461-5715 edwardjj2000@hotmail.com
Soccer	Pete Adam (512) 554-5269 Pete@CapitalReferees.org Bryce Bencivengo, President of Capital Referees (512) 900-4544 bbencivengo@utexas.edu
Softball	TASO – Softball Gene Hawkins – (512) 699-9345 nhawk1023@sbcglobal.net
Track	Middle School TrackForLife - Seth Brower – (512) 794-3818 seth.brower@trackforlife.com
Volleyball	TASO – Volleyball Janiece Nelson, Scheduler – (512)844-7285 jnelsonofhutto@gmail.com
Wrestling	Capital Area Wrestling Officials Association (CAWOA) Mark Lingard – (512) 632-8118 predmark@yahoo.com