



San Benito CISD Athletics
Coaches Handbook
2026 -2027

TABLE OF CONTENTS

San Benito Administration	4
Introduction	5
Philosophy	6
Athletic Organization Chart	7
Coaches Training (UIL)	8
Safety	9
SBCISD Coaches of Conduct	
Professional Growth / Success	10
Athletic Organization Chart	11
Student Athlete Development	12
SBCISD Coaches Responsibilities	
Coaches Dress Code	13
Head Coach Responsibilities	13
Media Relations	14
Public Relations	14
Student Athlete Participation Information	
Eligibility	15
General High School Student Eligibility Requirements	15
Except Courses	16
Procedures for Students New to Varsity Level	16
Student Athlete Conduct & Consequences	
Athlete Ejection from Contest	17
Removal or Suspension of Athlete	17
General Guidelines	
Attendance	18
Participation in Multiple Sports	18
18	
Participation Concept	18
Team Rules	18
Athlete Lettermen Procedures	19
Lettering Procedures as per UIL	19
SBHS Lettermen Criteria	20
Accident / Injury Report Procedures	21
Parent Meeting Guidelines	22
Transportation of Student Athletes	
Procedures	23
Responsibilities on Trip	23
Roles of Coaches	
Student Meal	24
Entry Fee	24
Purchase Order	24
Bus Request	24
Report of Absences	25

TABLE OF CONTENTS

Athletic Training, Health & Safety

Insurance Filing Procedures	26
Procedures on Care & Injury	27

Weather Policies

Heat and Hydration	28
Effects of Hydration	29
Practices Guidelines	30
WBGT Guidelines	31
WBGT High School	32
WBGT Middle School	33
Competitions Guidelines	34
Cold Water Immersion	35
Immersion Set Up	36

SBCISD C-Spine Protocol

Cervical Spine Injury	37
Assessment Recognition	38
Return to Play	39

Emergency Plan

Emergency Procedures for Athlete Injury	40
Emergency Responsibilities with Trainer	41
Emergency Responsibilities without Trainer (HS)	42
Emergency Responsibilities Plan (MS)	43

Coaches Check List

Record Keeping	44
----------------	----

Athletic Forms

Season Report	45
Coaches' Evaluation	46
Eligibility List	47
Travel Release Form	48

SBCISD Athletic Department Policy Packet	49 – 55
---	----------------

SBCISD Parent Information Packet	55 – 61
---	----------------

Athletic Handbook Acknowledgement Form	62
---	-----------

SAN BENITO CISD ADMINISTRATION

ADMINISTRATION

Superintendent.....Alfredo Perez
Assistant Superintendent of Academic Dilia Cornett
Assistant Superintendent of Finance & Operations..... Victoria Perez
Director of Public Operations..... Luis Gonzales, Jr
Executive Director of Administrative Erika Echarte

PRINCIPALS

High School..... Jo Ann Fernadez
Veteran's Memorial Academy.....Eddie Abrego
Berta Cabaza.....Daniel Garcia
Riverside.....Rodolfo Ramirez
Miller Jordan.....Carlos Lainez

ATHLETIC OFFICE STAFF

Athletic Director.....Dan Gomez
Athletic Coordinator.....;.....Ramiro Partida

Administrative Secretary.....Alma Delia Gonzalez
Coaches' Secretary.....Michelle De Los Rios

ATHLETIC TRAINERS

Head Trainer.....Chuck Estave
High School Trainer.....Edith Vega
VMA Trainer.....Richard Nunez

INTRODUCTION

Texas Public Schools. The San Benito C.I.S.D. Board of Education, administrators, coaches, and teachers fully support the U.I.L. and enforcement of the rules.

Please understand that athletics is designed to accommodate students who have the ability and emotional stability to handle competition as we know it at San Benito C.I.S.D. Therefore, not all students can compete in this program. One of the difficult tasks you face as coach is making the judgment as to who should be selected to compete in this program. Students are not obligated to take part in athletics, nor is it required for graduation, but you are encouraged to recruit students at all levels, especially at the lower levels. ***It must be stressed that being a member of an athletic team is a privilege, not a right. Since it is a privilege, the coach has the authority to revoke that privilege when rules are not followed.***

We are all aware that being involved in athletics demands a lot of time and dedication from the coaches and players alike. There is a lot of satisfaction gained by students who have competed in an athletic program, which will last a lifetime. It should be a positive experience, even though there is a lot of discipline involved. We all know students want discipline and rules by which to abide. We all want an athletic program that will be a compliment to San Benito C.I.S.D., and we know you will work hard to make it a reality.

Dan Gomez

Athletic Director/Head Football Coach

\

PHILOSOPHY

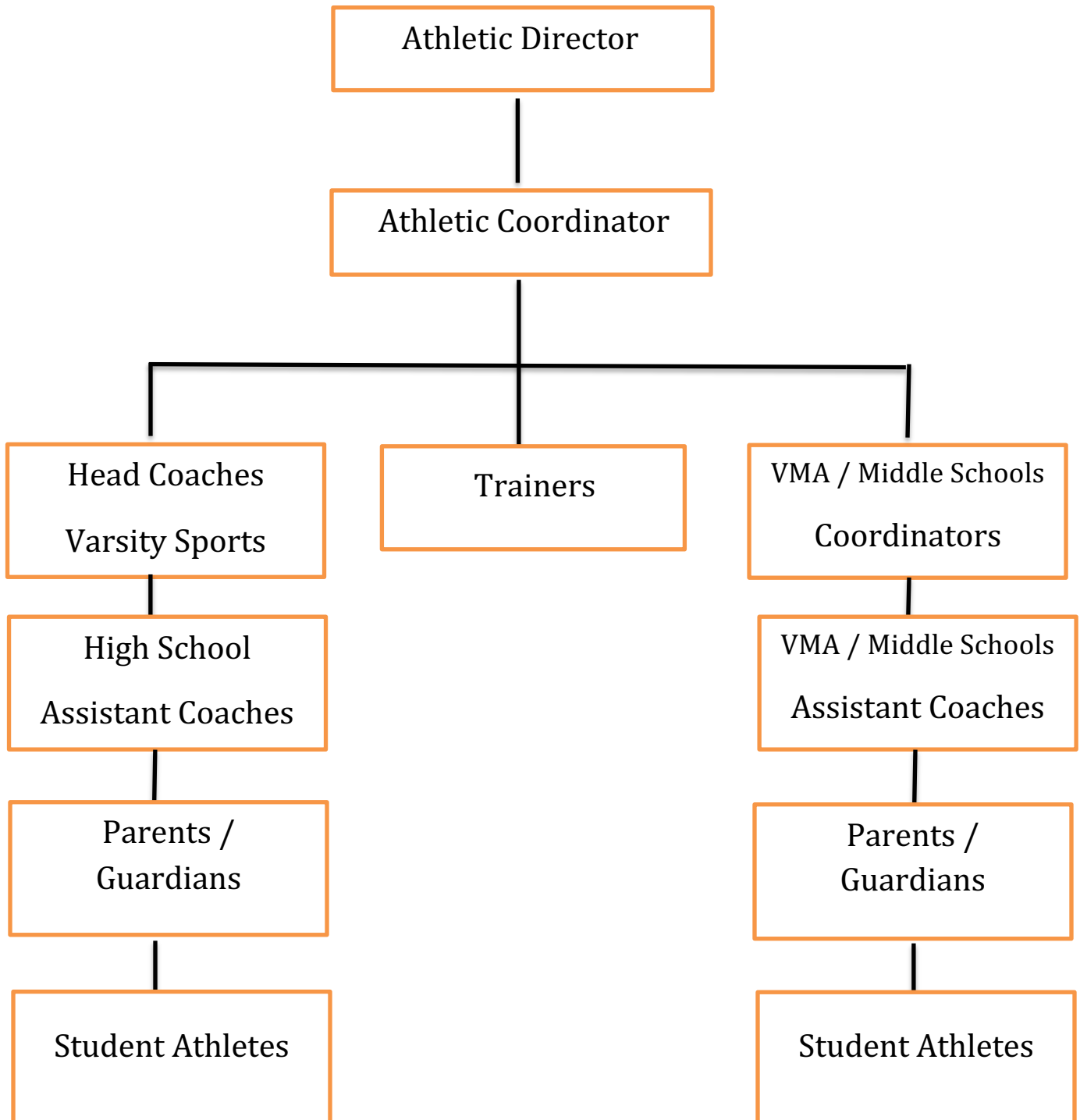
In the San Benito CISD, we believe athletics is an integral part of a student's life. Winning is of great importance, and the goal is to give your best and try to win. Important as winning is, it does not replace all other goals. The program should not sacrifice an ethical-like quality to win a physical victory at every practice and competition. **The main purpose of sports in the San Benito CISD is to promote the physical, mental, moral, social and emotional well-being of the student-athletes through aspects of contests.**

Athletics is an extension of the classroom; thus, it should work to assist academic achievement. Athletics should also promote citizenship in both the school and community. Student-athletes and coaches are constantly observed. **The goal of our program is that our student-athletes be role models both on and off the field, within the school and the community.** Athletics is an opportunity to practice principles of life, such as subjecting oneself to authority, working together as members of a team, and controlling the emotions that arise in competition. It is important in life to learn to live with both success and adversity.

The coaches, teachers, and administrators are role models for the student-athletes. The best way to lead is to lead by example. **The coach plays a critical role in the development of the student athlete's desire to reach his or her full potential.** Coaches should always be enthusiastic and prepared each day for practice and games and have a schedule of events to help all student-athletes reach their fullest potential. Athletes may feel cheated by a coach or official. This is when the coach should be in control and display leadership. The coach is in control of the team during all circumstances relating to competition and the school. The student athletes are responsible each day to be prepared to work towards their fullest potential, respect others, and follow their coaches' directions.

The goal and motivation for each student athlete should be to perform at their personal best to help the team achieve its goal. Student athletes should strive to achieve goals through competition. However, they should pursue individual goals through the team concept. The student athlete should not be pressured to perform for friends or family.

ATHLETIC ORGANIZATION CHART



COACHES TRAINING

Required Training (TEA and UIL)

All coaches are required to maintain current certifications and submit proof of completion prior to the first day of practice or class for their first sport of the school year. It is the responsibility of each coach to ensure that all required certifications and training courses are completed and remain current.

Texas Education Code Requirements (State)

- CPR and First Aid Training
- AED Training
- Safety Training
- Concussion Training – NFHS Fundamentals of Coaching

Coaches Certification Program (CCP)

- Constitution & Contest Rules
- Ethics Training
- UIL Steroid Education
- Safety Training (State Law Requirement)
- Concussion Training (State Law Requirement)
- Sport-Specific Training – Each sport requires completion of its own module
- Football Coaches Only – NFHS Best Practices in Tackling Certification
- First-Year Coaches Only – NFHS Fundamentals of Coaching

Certificate Submission

Please download and upload all certificates to Rank One upon completion.

Coaches assigned to Football, Volleyball, and Cross Country must have all required training completed, verified, and uploaded prior to the start of practice.

Coaches assigned to all other sports must complete and upload all required training by Friday, August 7.

Completion and expiration dates will be updated in Rank One upon receipt. While employed with SBCISD Athletics, it is each coach's responsibility to maintain all required certifications and ensure they remain current.

SAFETY

Coaches will:

- Not placing the value of winning above the wellbeing of all athletes competing, both their own and those on the opposing team.
- Conduct practices using safe skill progression with a proper sequence of activities and clearly defined objectives.
- Develop adequate conditioning programs to promote physical fitness in student athletes.
- Provide adequate opportunities for hydration.
- Maintain current health and safety certifications, including all UIL certification requirements.
- Ensure that all student-athletes and parents are informed of health and safety expectations, procedures, and protocols.
- Attend to injured athletes quickly and appropriately.
- Contact the Athletic Trainer and parent/guardian whenever a student-athlete suffers an injury during practice or competition.
- Follow the recommendations of licensed/certified Athletic Trainers and physicians.
- Incorporate health and safety guidelines and procedures into everyday practices.
- Provide appropriate supervision before, during, and after all team activities.
- Prepare sidelines properly for games and competitions.
- Promote safe and appropriate practice and competition facilities.
- Incorporate at least one safety drill into practice plans so all team members are aware of the Emergency Action Plan (EAP).
- Check and lock dressing rooms, weight rooms, and other facilities before leaving.
- Ensure that all athletes have completed physicals, signed waivers, and met all UIL regulations before participation.

SBCISD Coaches of Conduct

Professional Growth/Success

Coaches will:

- demonstrate professionalism and respect in all interactions with student-athletes.
- model appropriate behavior, use appropriate language and no profanity in practice and contests and wear appropriate attire at practice and contests.
- strive to improve their coaching skills through participating in coaching clinics, in-services, and workshops.
- exhibit comprehensive knowledge of your sport, including skills and strategies.
- use the athletic period to its maximum extent.
- exhibit loyalty to and cooperate in an ethical manner with administration, supervisor, coaching staff, the athletic department and SBCISD.
- communicate effectively and appropriately in a timely, clear and consistent manner.
- refrain from inappropriate communication with a student or minor, but not limited to electronic communication such as cell phone, text messaging, and email.
- be cautious about all social media postings regarding their personal activities.
- use a conference period or schedule another time to meet with parents regarding a conflict. Confrontations with parents should not be done after the game.
- be open-minded, willing to always listen and be professional. in conference, allow the parent to first express their reason for conflict or concern.
- will not purchase or consume alcohol or tobacco while wearing sb coaching apparel of while in presence of athletes.
- Always inform the athletic director/athletic coordinator if there are students, parents, co-workers or other problems.

SBCISD Coaches of Conduct

Organization & Administration

Coaches will:

- evaluate, plan and prepare for practices and contest before, during, and after their season.
- establish and maintain written daily practice schedule, practice plan, and contest.
- follow the chain of command when informing administrators of all programs matters.
- delegate responsibilities to your coaching staff members appropriately.
- keep attendance records for the student athletes.
- follow eligibility grade check procedures to ensure that all participating student athletes are eligible to participate.
- adhere to all UIL and district guidelines regarding the competition.
- actively maintain inventory of equipment.
- supervise distribution of equipment and uniforms.
- follow district guidelines regarding the ordering and purchase of equipment.
- ensure that required paperwork has been completed and submitted and the student athlete has been given clearance to practice before allowing anyone to participate in walkthroughs, practice drills, open gym, and weight room.
- adhere to the district policies and guidelines of the athletic program,
- adhere to all UIL rules and regulations.
- support all administrative decisions regarding policies and regulations pertaining SBCISD athletic.
- not discuss issues pertaining to a student athlete among athletes' peers or others outside of the coaching staff.
- conduct themselves in such a way as to maintain the integrity and dignity of SBCISD.
- fulfill all duties and requirements as a classroom teacher and coach.
- attend all SBCISD coaches' meetings throughout the school year.
- be clean, neat and modest in appearance.

SBCISD Coaches of Conduct

Student-Athlete Development

Coaches will:

- promote their sport and program in the school and community.
- conduct pre-season meetings with parents and student-athletes.
- implement player guidelines and standards which inform student-athletes and their parents of expectations and requirements for participation and other information.
- encourage commitment and pride in their student-athletes for their team and own individual development.
- provide opportunities for all student athletes to develop leadership skills.
- promote and model a high level of sportsmanship and positive character for the student athletes.
- monitor the academic performance of student athletes.
- provide proper training before student athletes are placed in competitive situations.
- develop strategies to promote the highest level of success for the team and student athlete.
- recruit and encourage participation among students in the school.
- correct student athletes' errors in a constructive and positive manner.
- conduct effective meetings coaching staff and student athletes.
- provide consequences for student athletes if they exhibit negative behavior.

SBCISD Coaches Responsibilities

Coaches Dress Code

- Practice: Appropriate athletic attire. No tank tops, revealing clothing or flip flops.
- Competition: Professional dress that allows for proper instruction during competition. No blue jeans, t-shirts, tank tops, revealing clothing, or flip flops.
- Competition: always wear your coaching uniform with the proper school colors.
- Competition: Competing against other schools, wear the proper uniform required by the head coach.
- ONLY THE FOLLOWING LOGOS WILL BE ALLOWED:



Head Coach Responsibilities:

- Provide a secure dressing space for visiting teams.
- Greet or designate an assistant coach to greet the visiting team upon arrival.
- Provide a secure dressing space for visiting teams
- Greet or designate an assistant coach to greet the visiting team upon arrival

Game Administrator Responsibilities (Varsity or Sub Varsity)

- Meet the officiating crew before the game.
- Provide an escort for the officiating crew during half-time and/or after the game as needed.
- Escort visiting team to their bus after the game

SBCISD Coaches Responsibilities

Media Relations

- Please call or email your game results as soon as possible after your athletic competition. Luis Gonzales, Jr, Director of Communication lgonzales@sbcisd.net (276-6030).

Public Relations

Coaches have a critical part in building community support for district athletic programs.

Everything you do or do not do, say or do not say about your program is communication. Being aware of your visibility in the community, on or off the clock, is key.

Here are some general guidelines to help:

- Be proactive
- Be responsive
- Be positive
- It is important to have a solid foundation to refer to when speaking with students, parents, and the public
- Schedule informational meetings for parents to introduce program goals, set expectations, and invite feedback
- Identify ways in which students, parents, and other members of the public can find updated information about your program
- Identify how they can reach you if they have a question or suggestion. Let them know an expected turnaround time on phone calls or email (within 48 work hours)
- Regularly check your phone and email messages and respond in a timely fashion. Taking too long to respond to parents' damages trust and support
- Prepare your athletes on how to communicate in a way that positively reflects up on both them and the program
- Speak well of your team and your opponent
- Highlight the positives, but remain humble

Student Athlete Participation Information

Eligibility

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

General High School Eligibility Requirements

- 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 in compliance with state law and rules of the Commissioner of Education, (see [TEA-UIL Side By Side](#))
- 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,
- Students were not recruited,
- Are not in violation of the awards rule,
- Meet the specific eligibility requirements for athletic competitions,
- Meet all the requirements above,
- Are less than 19 years old on Sept. 1 preceding the contest or have granted eligibility based on a disability that delayed their education by at least one year,
- Live with their parents inside the school district attendance zone their first of attendance,
- Have not moved or changed schools for athletic purposes,
- Have not violated the athletic amateur rule, and
- Were eligible according to the fifteen-day rule and the residence rule prior to district certification.

Student Athlete Participation Information

Exempt Courses

The following District requirements apply to “no pass, no play” for purposes of eligibility to participate in extracurricular activities.

Students in grades 9-12, the district considered only Advanced Placement (AP), Honors, and dual enrollment courses in the areas of English, History, Biology, and Math to be exempt honor courses. “No pass, No play” requirements shall be waived only for the grade of 60 or higher in an exempt course.

Students in grades 7 - 8, the district considered only Honors, and courses in the areas of English, History, Biology, and Math to be exempt honor courses. “No pass, No play” requirements shall be waived only for the grade of 60 or higher in an exempt course.

Only one waiver shall be allowed per semester per student.

Procedures for Students New to Varsity Level

- Any student new to the varsity level of a sport must have completed UIL Varsity Team or Individual Eligibility submitted to the Athletic Administrative Assistant at least one week prior to first contest.
- Any athlete that moved to varsity level during the season that was not on the original UIL Varsity Team or Individual Eligibility must be included on the supplemental for submitted to the Athletic Administrative Assistant as soon as possible.

Student Athlete Conduct & Consequences

Athlete Ejection from Contest

The expectation of the SBCISD Athletic Department, that out student athletes will NOT be ejected from any contest. Any player ejected from a contest is subject to an automatic penalty according to the UIL rules.

The automatic penalty for such an ejection is as follows:

If an athlete is ejected from a contest by an official or a coach:

- It is the Head Coach's responsibility to notify the Athletic Director / Athletic Coordinator as soon as possible. Ejected athlete's coach is required to provide in writing, immediately following, to the Athletic Director/Athletic Coordinator a description of the incident and the preventive measures designed to avert future athlete ejections.
- The Head Coach of an ejected player is required by the UIL rules to submit the ejection electronically on the Incident Reporting Form for Officials, Coaches and Administrators (see UIL website.).

Removal or Suspension of Athletes

Head Coaches have the right to remove, suspend, or correct an athlete whose conduct or actions are detrimental or distracting to the team and the integrity of SBCISD Athletics or any other such violations of which the Head Coach deems necessary to inform the Athletic Director/Athletic Coordinator.

General Guidelines

Attendance

To be eligible to participate in any practice or games, student-athletes must be counted present with the accordance of District Policies. Any exceptions or unexcused absence must be approved and cleared through the department.

Participation in Multiple Sports

SBCISD Athletic Department guidelines allow and encourage a student athlete to participate in multiple sports.

A student athlete who decides to quit one sport and enter another sport will be ineligible for participation in another sport until the end of the season in the sport for which he/she has quit, or unless the Head Coaches of both sports mutually agree to the student athlete's participation.

Participation Concept

- 7th grade through Sub Varsity
 - Everyone participates (if eligibility requirements are met and athletes are in good standing).
- Varsity
 - At the varsity level, playing time will be allocated with that end in mind.

Team Rules

Teams' rules are to be established by each Head Coach and based on SBCISD policies and administrative guidelines and regulations.

General Guidelines

Athletic Lettering Requirements

Athletes must complete the season and meet the participation requirements for their sport:

Sport	Lettering Requirement
Football	Participate in at least 50% of the quarters played by the team.
Basketball	Participate in at least 50% of the quarters played by the team.
Volleyball	Participate in at least 50% of the matches played.
Track	Score 8 points in major meets during the season, place in the district meet as an individual or relay member, or be the school's top athlete in an individual event.
Baseball	Participate in at least 50% of the innings played by the team, or demonstrate outstanding performance as a specialist as determined by the coach. (Suggested limit of 20.)
Softball	Same requirements as Baseball.
Tennis	Participate in at least 50% of singles or doubles matches played.
Golf	Participate in at least 50% of matches played.
Soccer	Participate in at least 50% of games played.
Cross Country	Score points in at least half of the meets attended, or score in the district meet and/or qualify for regionals.
Team Tennis	Participate in at least 50% of matches played.
Wrestling	Participate in at least 50% of matches.
Powerlifting	Participate in at least 50% of tournaments.

Coach Responsibilities

At the conclusion of each season:

1. Complete the Letterman List for all athletes who have earned a letter.
2. Ensure the list is:
 - o Typed
 - o Alphabetized
3. Submit the Letterman List to the Athletic Office within one week after the end of the sport season.

Special Considerations

There may be situations in which an athlete makes a significant contribution to a varsity team but is unable to continue participating because of an injury. If the athlete remains a member of the team and maintains daily involvement, the Head Coach may recommend the athlete for a letter award at their discretion.

Before awarding a letter jacket, coaches should verify that the athlete has met all requirements and has earned the award.

General Guidelines

SBHS Letterman Jacket Eligibility Requirements

In accordance with UIL regulations and district guidelines, athletes must meet the following criteria to be eligible for a Letterman Jacket.

UIL Award Guidelines

- A student may receive only one major award during their high school enrollment at the same school for participation in a UIL activity.
- A Letterman Jacket may be awarded only one time during a student's enrollment at the same school.
- Schools must ensure that awards do not overlap between different UIL activities.

SBHS Letterman Jacket Criteria

To earn a Letterman Jacket, an athlete must meet the following requirements:

- **9th Grade:** Students are not eligible to receive a Letterman Jacket.
- **10th, 11th, and 12th Grades:** Students must have participated in the **same sport for two consecutive years**.

Athlete Notification

All athletes are responsible for understanding the district's requirements for earning a Letterman Jacket. Coaches will review these criteria with their athletes to ensure expectations are clearly communicated.

Please contact your coach or campus athletic coordinator if you have any questions regarding eligibility.

General Guidelines

Accident/Injury Report Procedures

All injuries are to be taken seriously by the coaching staff. Each injury should be evaluated by the athletic training staff. If an athletic trainer is not available or at an away contest, ***it is the responsibility of the coach to notify the athletic training staff and the parents, as soon as possible, when an injury occurs.*** All injuries are to be documented in RankOne.

- The trainer/coach will complete the “Athletic Injury Report” form immediately practice or contest or while traveling to/from contests.
- The form shall be turned in to the trainer’s office the following morning.
- The trainer shall list the injury on the log that is kept in the training room.
- Coaches should follow-up on all injuries by personally contacting the parents.

The following topics must be addressed by the athletic trainer or the coach in the meeting:

- Physical requirements and paperwork
- Athletic training policies and procedures
- Procedures for reporting and attending to injuries
- School insurance

Helpful hints:

- Make the presentation positive
- Be confident and prepared
- Plan what you want to say and how to approach various topics
- If you cannot answer a particular question, inform the parent you will address the question later.

****Be proactive in parent communication; issues can be minimized.**

General Guidelines

Parent Meeting Guidelines

Each campus athletic sport is required to produce a parent and player handbook. All policies in the handbook must be reviewed with parents and students before the commencement of each sport season.

In preparation for the pre-season parent meeting, the athletic office must approve the team rules, student-parent handbook and parent meeting agenda. The entire coaching staff and an athletic trainer must be present at each pre-season parent meeting. Each parent must sign a form stating that they have attended the parent meeting and understand team rules and policies.

The following topics must be addressed by the head coach at the meeting:

- Team rules
- Criteria for earning a letter/review lettering policy
- Sportsmanship expectations for athletes and fans
- How and when to contact a coach regarding concerns and questions
- UIL and SBCISD Athletic Code
- Practice schedule (dates, times, etc.)
- Student athlete attendance expectations
- Game schedule and game day expectations
- Transportation procedures and policies
- Question and answer session

The following topics must be addressed by the athletic trainer or the coach in the meeting:

- Physical requirements and paperwork
- Athletic training policies and procedures
- Procedures for reporting and attending to injuries
- School insurance

Helpful hints:

- Make the presentation positive
- Be confident and prepared
- Plan what you want to say and how to approach various topics
- If you cannot answer a particular question, inform the parent you will address the question later.

*****Be proactive in parent communication; issues can be minimized.***

Transportation of Student Athletes

Procedures

- All athletes must travel with the team. NO student athletes may be allowed to drive him/herself to the site of an away game. All athletes must return with the team unless the student athlete is released to parents. If a parent is requesting that a student athlete ride home separately, appropriate documentation is required; coaches will utilize a sign the travel release form sheet found in the Appendix. NO athlete may leave the team with anyone other than a parent.
- People not employed or enrolled in the school system may not travel on the bus with the players while on an athletic contest.

Responsibilities On Trips

- Hold a group meeting before each departure to firm up general directions. Have each player check equipment and assumes responsibility for it throughout the trip.
- Prepare ahead, check list of the equipment needed so that nothing is forgotten.
- When players arrive back at school, the coach must be sure that everyone has a way home. Any injured player must be personally turned over by the doctor or parents.
- Make provisions for safekeeping of all valuables.
- The coach or designated assistant or manager should check the dressing rooms, hotel rooms, restaurant, and bus as soon as the athletes have left the facility. This will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property.
- Impress upon the students that horseplay and the use of obscene language will not be tolerated. Set the standards of behavior and hold on to them.
- Meal receipts **must be turned into** the Athletic office **immediately**. Do not hang on to receipts where there is a possibility of loss. You will be held accountable to get receipts to our office **within 3 days**. That receipt should be **stapled to your Request for Absence, along with a team roster**.

ROLE OF COACHES

Student Meals

- Meal allotment - \$8.00 / \$10.00 / \$12.00
- Check your receipt before leaving the restaurant.
- Fill out meal receipt form and attached –
 - A.) P.O.
 - B.) Original Receipt
 - C.) Roster
 - C.) Schedule / Invite
 - D.). Class Link absent request confirmation, only if gone during school time.
- Submit your meal receipt on the very next day.
- Check the list of Restaurants that are approved vendor.

Entry Fees

- Fill out the Request for purchase order form
- Invite / Entry Form
- Roster
- Schedule
- Class Link absent request confirmation, only if gone during school time

Purchase Orders

- All vendor information must be included in the P.O. request.
- Please include vendor's telephone and email information.
- Make sure shipping and handling fees are included if they apply.
- Attached is a copy of the price quote and name of the contact person.
- The vendor must be on the buy board or Bid List.
- If vendor is not on the buy board or Bid List, you will need to submit 3 quotes.

Bus Request

- Submit your bus request 14 days prior to your game schedule. If not in system 14 days prior, system will not allow you to submit.
- Any changes to your bus request / time, location, cancellation or rescheduling to a later date or time, you need to call Mary Ann and the bus barn.
- Confirm your bus 2 days prior, call ext.#6350 or email joel.nino@sbcisd.net, orlando.gonzalez@sbcisd.net, or evega@sbcisd.net plus cc mdelosrios@sbcisd.net (subject line please submit your trip number)
- Please submit your bus request at School Dude (TRIPDIRECT).

ROLE OF COACHES

SAN BENITO CISD

REQUEST FOR: REPORT OF ABSENCE

The following items must be turned in to Michelle 2 weeks prior to the event.

Meals:

1. Meal Requisition Form next day; After Game:
1. P.O.
2. Receipt
3. Roster
4. Schedule / Invite
5. Class Link Confirmation only if absent during school time.
6. If you have more than 1 P.O., you must attach info 1-5 listed above to each P.O.

Entry Fees:

1. San Benito CISD Athletic Dept. request for purchase order form
2. Invite / Entry Form
3. Roster
4. Schedule
5. Class Link Confirmation only if absent during school time.

Supply P.O.'s:

1. San Benito CISD Athletic Dept. request for purchase order form
2. Quote from vendor P.O. is made out to
3. If vendor not on Buy Board attach 3 quotes
4. Make sure you put your account name and number at bottom of the form. If using 2 accounts specify account name and number and how much from each account.

Bus Request:

1. Must done through School Dude.
2. 2 weeks prior to the date or system will not let you request bus.

ATHLETIC TRAINING, HEALTH,& SAFETY

Insurance Filing Procedures

Procedures for Parents/Guardians Who Have Insurance:

- An accident claim form must be completed by the athletic trainer or designated coach within 7 days of injury.
- Parents are responsible for filing with their own insurance. The school **will not** file your personal insurance on your behalf.
- Any deductible payments, or other medical expenses (within limits of the school insurance coverage) should be mailed directly to the insurance company.
- A claim must be mailed to the insurance company **within 90 days** of the injury to ensure payment.

Procedures for Families Who Do Not Have Insurance

- An accident claim form must be completed by the athletic trainer within 7 days of injury.
- School accident insurance is a benefit provided by the school district and is meant to supplement personal health insurance. It has internal policy limits and is not intended to cover every injury or expense.

Medical Aspects and Safety

- Athlete injuries will occur in interscholastic athletics at all levels regardless of the number of precautions taken. It is recommended that, whenever possible, all athletic games/practices be covered with a trainer who has N.A.T.A. certification or state license.
- When present, the trainer will be responsible for administering aid to all injured athletes and making the proper recommendation.
- In the event the trainer is not present, the coach in charge of the activity is to assume the responsibility. He /She must be prepared to take the necessary precautions and call a qualified person to take care of the injured athlete. The athlete is responsible for contacting the athletic trainer about injury as well.

Accident/Injury Report Procedures

- Contact the Athletic Trainer, Athletic Coordinator, and Athletic Director on injury in practice and for both home and away games.
- The trainer/coach will complete the “Athletic Injury Report” form immediately from practice or contest or while traveling to/from contests.
- The form shall be sent to the trainer’s office the following morning.
- The trainer shall list the injury on the log that is kept in the training room.
- Coaches should follow up on all injuries by personally contacting the parents.
- Return to Participation - Athletes that have been out of action for a time because of illness or injury and were under treatment by the trainer or family physician, must have a written statement allowing return to competition.

ATHLETIC TRAINING, HEALTH,& SAFETY

Procedures On Prevention and Care of Injury

- Appropriate policies must be set, and opportunities provided for use of the training room by members of both sexes.
- The trainer shall get the guidelines for use of the training room and post a schedule of the assignment of student trainers to respective teams and training room duty.
- The head coaches of the in-season sports shall work with the trainer to maintain cleanliness and order in the training room.
- Rules and regulations for the use of the training room should be made available to all athletes through their trainer.
- Supervision shall be provided for athletes utilizing the training room. Special caution should be exercised when athletes are using the whirlpool or any heat and electrical appliances.
- Trainers shall instruct athletes in proper use of the whirlpool before using. Athletes should not be permitted in the whirlpool without supervision.
- Trainer or assistant trainers must not be allowed in dressing room of opposite sex, unless in extreme emergencies.

WEATHER POLICIES

Heat and Hydration

When students are involved in physical activity during practice and competition, they lose fluids and electrolytes through sweat. Sweating is the body's natural cooling mechanism. However, if fluids are not replaced dehydration will occur. Thirst is not a good indicator of fluid needs. Many students come to practice and games already dehydrated due to poor diet, taking medication, or drinking sodas or energy drinks. Physical activity furthers the condition and by the time the student feels thirsty, dehydration has already set in. Even levels of dehydration as little as 1-2% (1.3 - 2.6lbs., for a 130lb student) can lead to premature fatigue and impair physical and mental performance.

The main problem associated with exercising in hot weather is water loss through sweating. Water breaks two or three times per hour are better than one break an hour. The best method is always to have water available and to allow the athlete to drink water whenever they need it. The small amount of water lost in sweat will be replaced by salting food at meals. DO NOT USE SALT TABLETS.

Key Terms and Definitions

Heat Cramps: Muscular pain and spasm due to heavy exertion and dehydration. Heat cramps usually involve the abdominal muscles or legs, and it's generally thought that dehydration is the cause.

Heat Syncope: Weakness, fatigue, and fainting due to loss of salt and water in sweat and exercise in the heat.

Heat Exhaustion: Typically occurs when people exercise heavily or work in a warm, humid environment where body fluids and electrolytes are lost through sweating. Fluid loss causes blood flow to decrease in the vital organs, resulting in a form of shock.

Heat Stroke: This is life threatening. The temperature control system, which produces sweat to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly. Any heat stroke victim must be cooled quickly and referred for advance medical attention.

Dehydration: When fluid loss exceeds fluid intake.

Wet Bulb Globe Temperature (WBGT): Temperature index based on the combined effects of air temperature, relative humidity, radiant heat, and air movement.

WEATHER POLICIES

Effects of Dehydration

- Dehydration can affect an athlete's performance in less than an hour of exercise. Effects begin sooner if the athlete begins the session dehydrated.
- Dehydration of just 1% - 2% of body weight (only 1.5lbs for a 150lb athlete) can negatively influence performance.
- Dehydration of greater than 3% of body weight increases an athlete's risk of heat illness (heat cramps, heat exhaustion, and heat stroke).

Basic Warning Signs of Dehydration

Thirst Muscle Cramps Irritability Nausea
Headache Weakness Dizziness Decreased Performance

Fluid Guidelines

Before Exercise

- 2 to 3 hours before exercise 17–20oz. Of water or sports drink.
- 10 – 20 minutes before exercise drink another 7-10 oz. Of water or sports drink.

During Exercise

- Drink early – even minimal dehydration compromises performance.
- Drink every 10-20 minutes, at least 7-10 Oz. Of water or sports drink. To maintain hydration, drink beyond your thirst. Optimally, drink fluids based on the amount of sweat and urine loss.

After Exercise

- Within 2 hours drink enough to replace any weight loss from exercise. Drink approximately 20-24oz of a sports drink per pound of weight loss.

Rehydration

- An athlete's hydration status can be monitored by:
- Body weight after exercise vs. Before (weighing in)
- Urine color
- Urine volume

WEATHER POLICIES

Practice Guidelines

General Guidelines

- All sports should follow a gradual increase in workout intensity over several days to acclimatize athletes and allow them to become accustomed to heat exposure.
- Unlimited/unrestricted water will be available at all practices.
- Athletes in all sports will always be monitored.
- Asthmatic athletes may remove themselves from workouts without penalty.
- Coaches are responsible for communicating with athletic trainers to ensure that necessary supplies and equipment are available for hydration and cooling during practices.

Football Practice Acclimatization Guidelines (UIL)

- During the first four days, athletes wear only shoes, socks, T-shirt, shorts, and helmets (no shoulder pads).
- All student athletes who arrive after the first day of practice are required to undergo a four-day acclimatization period.
- A detailed explanation of practice guidelines is on the UIL webpage, and coaches must be familiar with them.

Wet Bulb Globe Temperature (WBGT)

In 2026, the UIL made **WET BULB GLOBE TEMPERATURE (WBGT)** the mandatory forecast measurement used to monitor environmental conditions during outdoor physical activities.

WBGT estimates the effect of temperature, relative humidity, wind speed, and solar radiation using a combination of temperature from three thermometers.

WEATHER POLICIES

WBGT Modification Guidelines

- WBGT has been shown to provide an accurate measure of environmental heat stress.
- WBGT should be used as a preventive measure during exercise in the heat by making activity modifications as WBGT rises.
- When developing guidelines for activity modification using WBGT, it is necessary to include length of activity, hydration breaks, equipment to be worn, and level at which activity is moved indoors.
- WBGT guidelines must be region (geographic) specific since temperatures fluctuate differently by region. An individual's response to exercising in heat may vary by the geographic region in which their usual exercise sessions take place.
- WBGT modifications should be fluid, meaning that if the conditions get more restrictive, the modifications should be more restrictive. As conditions become milder, the modifications should be less restrictive.

The following chart has been provided by UIL to provide guidance for modifying activity in response to severe heat conditions.

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

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

WEATHER POLICIES

High School Unrestricted access to water always

WBGT > 92.1

- No outdoor workout

WBGT > 90.1 - 92.0

- Shorts and T-shirts only
- 30 minutes break every hour
- Conditioning inside
- 1 hour practice limit

WBGT > 87.0 – 90.0

- Shorts, T-shirts, shoulder pads & helmets
- 2-hour practice limit
- 4 rest break – 4 minutes each

WBGT > 82.0 – 86.9

- Conditioning should be without helmets and shoulder pads
- 3 rest break – 4 minutes each

WBGT < 82.0 - No Restrictions

Heat Policy

Athletic Trainers will monitor the heat index using **Weather Bug/Perry Weather**. The following are guidelines for coaches and athletic trainers to help prevent heat-related illnesses and emergencies:

WEATHER POLICIES

Middle School

Coaches will be responsible for checking Heat Index

Unrestricted access to water at all times

WBGT > 90.1 – 92.0

- No outdoor workout

WBGT > 87.0 - 90.0

- T-shirt and shorts only
- No protective equipment
- No conditioning
- 20-minute breaks every hour
- Maximum practice time: 1 1/2 hours

WBGT > 82.0 – 86.9

- Helmet, shoulder pads and shorts
- All protective equipment must be removed for conditioning
- 10-minute breaks every 30 minutes
- Maximum practice time: 1 1/2 hours

WBGT < 82.0

- No Restrictions

WEATHER POLICIES

Competitions & Possible Modifications to Competitions

- WBGT practice guidelines and limitations do not apply to UIL competitions, but it is recommended that schools monitor WBGT conditions prior to and during the game and use appropriate emergency action plans for high temperature and humidity.

On-Site Cooling for Heat Emergency

UIL rules require that a rapid cooling zone be available for all outdoor activities held in WBGT of 82 degrees or greater. Rapid cooling zones should include one or more of the following:

- Immediate availability of ice water immersion using either tubs or tarps.

San Benito High uses tubs located in the showers of locker room A at the stadium and at the tennis courts. The one at the stadium services football, soccer, track, baseball, and softball. The one at tennis services the indoor facility, practice fields, tennis, and band. Twenty gallons of ice is always on the bed of the Gator.

- Shaded area using tents or nearby buildings.
- Locker room A at the stadium has AC and the tennis tub is in the shade.
- Pop up tents are available for activities as needed.
- Cooling fans or misters if available.
- The high school has misting fans that can be deployed if needed.
- Each high school and middle school have multiple hydration systems to deliver unlimited cold water during activities.
- Ice towels or sponges
- Ice towels with spirits of ammonia are available if needed.
- Coaches should be trained in recognizing a heat emergency and administering rapid cooling if needed.

WEATHER POLICIES

Cold Water Immersion Policy

The medical standard for determining body core temperature in a heat emergency is rectal temperature. If a rectal thermometer is not available, the following protocol will be followed:

- If a heat emergency is suspected, cooling by ice water immersion should **occur for at least 20 minutes** then transport to the hospital.

Cold Water Immersion Procedure

- Initiate cooling via cold water immersion and or rotating cold wet towels.
- Contact EMS services immediately.
- The patient must be moved to a cooling zone, begin appropriate treatment, and continuously monitor the patient.
- Excess clothing shall be removed to aid cooling.
- If removal of clothing and/or equipment would cause delays of 5+ minutes, do not remove and initiate cooling.
- Place patient in a cold water (35-59°F) tub up to the neck.
- Wrap a towel across the chest and beneath both arms to prevent the athlete from sliding into the tub.
- Ice shall be added after the athlete is immersed.
- Water shall be continuously and vigorously stirred to maximize cooling.
- A cold wet towel will be placed over the head/neck and rewet and replaced every 2 minutes.
- Cooling shall cease around the 20-minute mark then EMS can transport.

WEATHER POLICIES



Must be set up:

Designated shaded area on campus near field

Designated area at the Stadium sites



Proper set-up includes:

A tub half-filled with water.

Minimum of two 10-gallon water coolers with ice next to the tub ready for treatment.

Misting fan, ice towels/sponges.

Drinking water. Water coolers or water cows, water bottles and/or cups.

Treatment table to administer care to an injured athlete.

Completion of set-up within 5-10 minutes prior to the practice/competition/event site.



Cool First, Transport Second

When a patient is diagnosed with EHS, the principle of Cool First, Transport Second will be used.



SBCISD C-SPINE INJURY PROTOCOL

Cervical Spine Injury Protocol Introduction

The objective of the Cervical Spine Injury Protocol is to ensure best practices in the management of cervical spine injuries by the San Benito Sports Medicine Department and associated healthcare providers. Regardless of sport, accurate management and diagnosis of acute cervical spine injuries are paramount to diminishing the additional risks of neurological deterioration after an injury. The following protocol is designed to identify best practices and optimize the management of cervical spine injuries.

Prevention

Due to the devastating nature of spinal cord injuries, proper education and prevention strategies are needed to decrease the inherent risk of athletic participation. The San Benito Sports Medicine Department is committed to the training and preparation of its athletic trainers and medical care providers of the sport-specific causes and management of spinal cord injury. Additionally the sports medicine department is committed to educating student-athletes and coaches on the mechanisms and safety rules to prevent spinal cord injuries. Coaches are responsible for educating the student-athletes proper techniques within their individual sport to minimize the exposure to cervical spine injuries.

Equipment Staff

The San Benito coaches responsible for the proper fitting and maintenance of all athletic protective equipment. Maintaining the integrity of the athletic protective equipment is vital to help minimize the inherent risk of athletics.

Planning, Rehearsal, and Education

All SBCISD trainers are required to attend The DHR Texas Emergency Athletic Management Seminar (TEAMS). Here the SBCISD trainers rehearse spine boarding techniques with paramedics. The San Benito Sports Medicine Department is committed to maintaining a constant state of preparedness for all medical emergency's including cervical spine injuries. To ensure preparedness, an annual review of the follow will take place before each academic year:

- Review of all venue specific Emergency Action Plans (EAP)
- Event rehearsal with Physicians, Emergency Medical Services (EMS), and Sports Medicine Staff
- Emergency Medical Equipment Review
- Current Athletic Protective Equipment Review
- Athletic Equipment Removal Best Practices

SBCISD C-SPINE INJURY PROTOCOL

Assessment & Recognition

During the assessment of the student-athlete, the presence of any of the following, but not limited to, alone or in combination, requires an initiation of the San Benito Sports Medicine Cervical Spine Injury Protocol.

- Unconsciousness or altered level of consciousness,
- Bilateral neurological findings or complaints,
- Midline spine pain,
- And/or obvious spinal column deformity.

Upon the recognition of a suspected spinal cord injury, the evaluating athletic trainer or team physician will initiate the San Benito venue specific Emergency Action Plan (EAP).

Stabilization

When a spinal cord injury is suspected the sports medicine staff should be given the discretion to provide immediate medical care to the student-athlete. Following the assessment and recognition of a suspected cervical spine injury, the sports medicine staff will apply manual cervical stabilization to the student-athlete in a neutral spine position. Traction to the cervical spine is not recommended, additional injury has the potential to ensue. Should the cervical spine not be presented post injury in the neutral supine position, the sports medicine staff at their medical discretion may realign the cervical spine to allow for optimal airway management? However, the presence or development of any of the following, alone or in combination but not limited to, contraindicates moving the cervical spine to a neutral position:

- Significant increase in pain,
- Neurological symptoms,
- Muscle spasm,
- Airway compromise,
- Resistance is encountered,
- Or patient expresses apprehension.

With assistance from additional sports medicine staff, physicians and/or EMS, full body stabilization will be obtained and maintained until the student-athlete is secured to an immobilization device such as a spine-board. In the event of a combative student-athlete post injury, proper restraint methods will be utilized to minimize additional injury to the student athlete and best maintain overall body stabilization.

SBCISD C-SPINE INJURY PROTOCOL

Airway Management

Establishing a patient airway is a primary goal secondary to maintaining cervical spine stabilization. The removal of any existing barriers (i.e. facemasks, clothing, protective masks, etc.) should follow the stabilization of the cervical spine. Should the student-athletes condition decline, requiring any form of cardio-pulmonary resuscitation (CPR), the sports medicine staff will attempt to cause as little disruption to the, body and neck, stabilization as possible. Upon continuing decline of the student-athletes condition, advanced airway management will be implemented by EMS or team physician.

Equipment Removal

The removal of athletic equipment is strictly circumstantial. Direct equipment removal by the San Benito Sports Medicine Department is required in the following three circumstances:

1- On-Field Setting - During on-field assessment and stabilization, equipment removal will only be done to access the student-athletes airway. By maintaining the positioning of additional athletic equipment, unwanted movement of the student-athlete may be avoided.

2- Medically Private Setting - Once in a setting allowing for medical privacy, the sports medicine staff and associated healthcare providers will be able to remove, any or all, athletic equipment as deemed medically appropriate.

3- Declining Medical Condition - In the event of the student-athletes overall medical condition declining, the sports medicine staff will be allowed to use their professional judgment to dictate athletic equipment removal as deemed medically appropriate.

EMS Transfer

In the event of a cervical spine injury to a student-athlete, a representative of the San Benito CISD will accompany the student-athlete along with EMS to the hospital. Should continuing event medical coverage be insufficient, the team assistant coach or designee will accompany the injured student-athlete. The head trainer will fill out a catastrophic injury report and send to the UIL. Student-athletes whom sustain a suspected cervical spine injury will be transported to the closest trauma facility. In accordance with the San Benito Sports Medicine Department EAPs. Valley Baptist Medical Center (2101 Pease St. Harlingen, TX 78550) is the preferred hospital for trauma injuries.

Return to Play

Athletes with a suspected cervical spine injury will not be permitted to return to competition or practice within the same day. The return to play or return to athletics after a cervical spine injury is highly variable based on the extent of the injury and healing process. Return to play after a cervical spine injury will only be allowed after a complete medical clearance by a neurologist in coordination with all medical professionals associated with the student-athletes injury and its healing process.

EMERGENCY PLAN

1. Assess the situation.
2. Decide whether you need to call 911 or if it is an injury that requires first aid.
3. If an ambulance is called, notify the athletic director and the athletic trainer after EMS is called.
4. Instruct Emergency Medical Services (EMS) personnel to “report to _____ and meet _____ at _____ as we have an injured student-athlete in need of emergency medical treatment.”
 - a. Practice field address and entrance
 - b. Bobby Morrow Stadium address and entrance
5. Provide necessary information to EMS personnel:
 - a. Name, address, telephone number of the caller
 - b. Number of victims; condition of victims
 - c. First-aid treatment initiated
 - d. Specific directions as needed to locate scene
 - e. Other information as requested by dispatcher
6. Provide appropriate emergency care until the arrival of EMS personnel.
7. Stay on the phone until EMS arrives.
8. On arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, and medical history) and assist as needed.
9. A coach will follow the athlete to the hospital, talk to the parents, offer comfort, and show concern.
 - a. If the injury is not an emergency and you would like the athletic trainers to evaluate it, Contact the ATR and set up a time for the athlete to be seen. DO NOT SEND THE ATHLETE TO THE
10. Emergency Numbers:

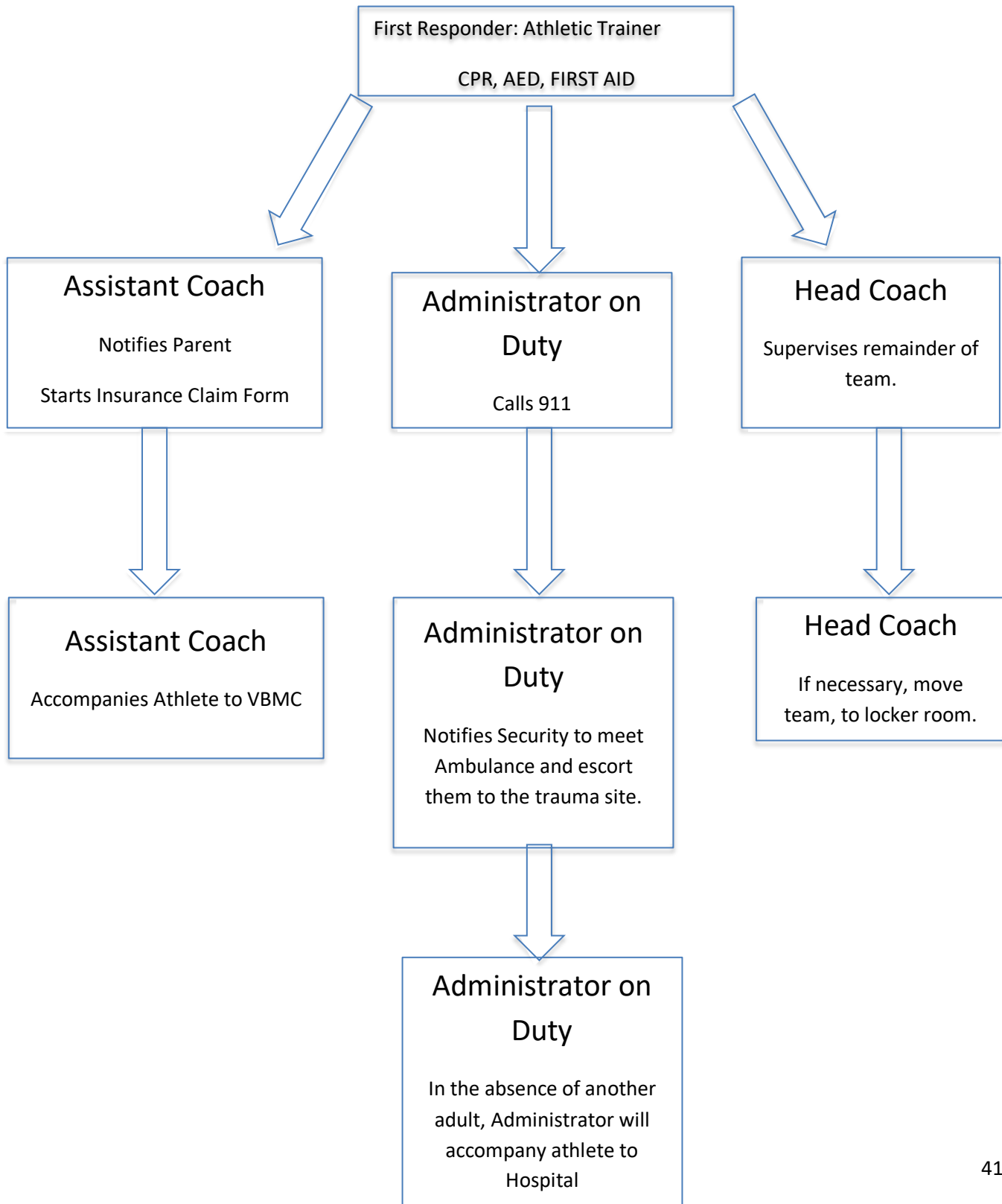
a. Chuck Estave	956-375-6010	Head Trainer
b. Edith Vega	956-246-6833	High School Trainer
c.		VMA Trainer
d. Security Dispatch	361-6475/361-6480	
e. Lucy Garcia	956-361-6185	Central Office
f. Ramiro Partida	956-454-1271	Athletic Coordinator
g. VBMC ER	389-1100	
h. Harlingen Medical Center	365-1000	

ATHLETIC TRAINING ROOM ALONE. They must be accompanied by a coach or parent.

An accident claim form will be filled in and completed by the athletic trainer (pg. 24 Insurance Filling Procedure)

EMERGENCY PLANS

Emergency Response Plan (With Athletic Trainer Present)



EMERGENCY PLANS

Emergency Response Plan W/ No Athletic Trainer (High School on Athletic Field)

First Responder: Nearest Coach

CPR, AED, First Aid



Assistant Coach

Calls 911, Notifies Security to meet
Ambulance and escort them to trauma site.

Notifies Parent

Starts Insurance Claim Form



Assistant Coach

Accompanies Athlete to VBMC with
Emergency Contact Card and Insurance Claim
Form



Head Coach

Supervises remainder of team



Head Coach

If necessary, move team, to locker room.

EMERGENCY PLANS

Emergency Response Plan (Middle School on Athletic Field)

First Responder: Nearest Coach

CPR, AED, First Aid

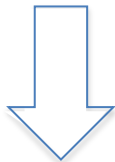


Assistant Coach

Calls 911, Notifies Security to meet
Ambulance and escort them to trauma site.

Notifies Parent

Starts Insurance Claim Form



Assistant Coach

Accompanies Athlete to VBMC with
Emergency Contact Card and Insurance Claim
Form



Head Coach

Supervises remainder of team



Head Coach

If necessary, move team, to locker room.

COACHES CHECKLIST

Record Keeping

- **BUDGET REQUESTS** - from each head coach; final request to Director of Sports Administration.
- **LETTER AWARDS** - list of all athletes that will receive an award; either a jacket or a participating plaque (Use form provided in this manual).
A certain number of records should be kept by the Athletic Director/Coordinator with most of the needed information being supplied regularly by the coaches. Record keeping is essential for good business practice and the material thus collected can be of great value for anticipating and capitalizing trends, for use as a valid reference source and for establishing necessary P.R. relationships with the media. Good record keeping indicates to the administration that the Athletic department is efficient and capable and a credit to the school system.
- **SEASON REPORT** - from each head coach at the end of the individual season
Scores of every contest held.
Records established by team or individual participant.
Honor and award winners; MVP, Most Improved, etc.
- **ANNUAL INVENTORY** - at the end of the season and prior to ordering for the next season (two weeks after the season)
- **SCHEDULES** - for the upcoming season
- **EQUIPMENT AND UNIFORM COLLECTION, CARE, AND STORAGE**: It is the responsibility of all coaches to ensure that all athletic equipment and uniforms are properly cared for and retained in the program. Each program must strive to get maximum usage from equipment which is used with that program.
- **EVALUATION OF ASSISTANTS**: **High** school head coaches who have assistants coaches are asked to evaluate their assistant(s) after the season ends. Evaluation forms are located in the Athletic office and are also found in this handbook.
- **EQUIPMENT ORDERS**: Each Head Coach will be asked to put together a list of equipment and uniforms needed for the following year. At the middle school level, this must be coordinated with the Head Middle School Coach and our athletic office. At both levels, each sport will be given a budget by the Athletic Director. **The Head Coach of each sport is responsible for putting together an equipment/uniform order according to needs.** Orders submitted to Athletic office must be within the limits of that program's budget as closely as possible. **Specific descriptions of equipment and uniforms must be included in the order submitted to the Athletic office.** Bids will be sent out and we will purchase the majority of our supplies through these bids. Head coaches will be responsible to make sure the bidding procedures are followed, and you must stay within the guidelines of school colors.

ATHLETICS FORMS

SEASON REPORT

SPORT: _____ COACH: _____ YEAR: _____

DATE	OPPONENT	SCORE	W / L	DATE	OPPONENT	SCORE	W/L

DISTRICT RECORD: _____

OVERALL RECORD: _____

PLACE IN DISTRICT: _____

ATHLETICS FORMS

COACH'S EVALUATION

Name: _____ Date: _____ Title: _____

RATING KEY:

Not Applicable 5

Commendable4

Acceptable3

Needs Improvement.....2

Sports Coached: _____

Evaluator: _____

Assistant Coach Signature: _____

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1. Knowledge of sport	___	___	___	___	___
2. Applies time toward sport, other than time required	___	___	___	___	___
3. Discipline	___	___	___	___	___
4. Punctuality	___	___	___	___	___
5. Loyalty	___	___	___	___	___
6. Attendance in meetings	___	___	___	___	___
7. Attendance	___	___	___	___	___
8. Care of students	___	___	___	___	___
9. Care of equipment	___	___	___	___	___
10. Enthusiasm	___	___	___	___	___
11. Follows proper teaching techniques	___	___	___	___	___
12. Dependable	___	___	___	___	___
13. Cares about program	___	___	___	___	___
14. Willingness to participate in extra duties	___	___	___	___	___
15. Organizational skills	___	___	___	___	___
16. Personable	___	___	___	___	___
17. Professionalism towards colleagues	___	___	___	___	___
18. Professionalism towards students	___	___	___	___	___

COMMENTS: _____

ATHLETICS FORMS

ELIGIBILITY LIST

SPORT: _____ COACH: _____ YEAR: _____

[illegible]

ATHLETICS FORMS



SAN BENITO CISD ATHLETIC TRAVEL RELEASE FORM

Current Date: _____

This is to certify that my child, _____, will not be riding the bus
(Student's Name)
from _____ on _____ at _____.
(Sport / Activity) (Date) (Location of Event)

I understand that the San Benito CISD rules require that students ride the provided transportation to and from all activities, and a departure from this requirement will release the San Benito CISD from all liability for any adverse results that may occur.

I accept all risks of personal injury and assume all liability stemming from my decision to use alternative travel arrangements. I, therefore, absolve the San Benito CISD and employees and officers and the company that provides insurance coverage from all responsibilities should any bodily injury or accident(s) occur. Furthermore, I assume total responsibility for my actions and activities once we are separated from the team/activity.

This form must be signed by the Parent or Guardian and the coach and will serve only for the dates and contests listed above.

Signature of Parent/ Guardian

Signature of Coach

SBCISD ATHLETIC DEPARTMENT POLICY



SAN BENITO CISD

Athletic Department Policy

SAN BENITO CISD ATHLETIC
DEPARTMENT
450 S. WILLIAMS ROAD
SAN BENITO, TEXAS 78586
OFFICE (956) 361-6455 / 361-6587
FAX (956) 361-6262

AD / Head FB Coach: Dan Gomez
dgomez@sbcisd.net

AD Secretary: Alma Delia Gonzalez
adgonzalez@sbcisd.net

Ath. Coordinator: Ramiro Partida
rpartida@sbcisd.net

Ath. Secretary: Michelle De Los Rios
mz@sbcisd.net

SAN BENITO CISD ATHLETIC DEPARTMENT

Athletic Policy

Guidelines for Athletes

WORKOUT PRACTICES

To build and maintain a winning team, we feel that it is necessary that each athlete make every workout and team meeting unless:

- 1. ILLNESS- an athlete should try and notify his/her coach when he/she is ill so that the coach can make plans for their absence (at workout or practice).**
 - An athlete must be present at least ½ a school day on game day in order to be eligible to play. (Each case will be evaluated by the principal and Athletic Director.)**
- 2. EXCUSED BY DOCTOR- (written notification should be given to the respective head coach).**
- 3. ANY EXCEPTION, except those mentioned above, to be decided at the discretion of the head coach and/or athletic director.**
- 4. If the coach in charge feels that the athlete's habitual absences are unacceptable to the team he/she may be dismissed from the team.**
- 5. SCHOLASTIC FAILURE: Must be enrolled in an athletic class of choice and participate in the off-season program unless otherwise arranged by the head coach, athletic coordinator and/or principal.**

Any reason other than those listed above, the athlete would be subject to EXTRA WORK in the participating sport.

TRAINING POLICIES

Training is necessary for the protection of the athlete and the success of the team.

1. **Any athlete injured during an athletic activity should contact the coach and trainer in charge before consulting a doctor.** This is necessary because it is part of the coach and trainer's job to know so that the proper insurance forms are filled out. Failure to do this could cause hardship and **cause you to pay all medical bills, as per previous experiences.**
2. **BE ON TIME FOR ALL PRACTICES**
3. Good grooming and appropriate dress is always expected. In addition to the dress code policy in the student handbook, the following also apply to the athletes:

A. Boys

Clean shave as per school policy. No earrings of any type are to be worn by athletes on campus and extra-curricular competition. Haircuts deemed "extreme" by Coaches or Athletic Director will be called to the athlete's attention and the athlete will be asked to correct this hairstyle. (Consistency across entities is paramount)

B. Girls

Your dress should always be ladylike and in good taste. Foundation garments are to be always worn. Cut off shirts, tank tops, and miniskirts are not permitted on Lady Athletes. No earrings to be worn at any extra-curricular practices or competition.

Your respective coach will point out any changes in your dress that need to be made. This will be done to present a good image of Athletes and to help a better image of you to our community.

Have PRIDE and LOVE in yourself, your team, your school and last, but the most important, YOUR PARENTS.

DISCIPLINARY ACTION

- 1. DISCIPLINE is a must in any successful athletic program. Unless discipline is maintained, respect of both coaches and players are lost.**
- 2. ACTIONS THAT MAY CAUSE REMOVAL FROM ATHLETIC PROGRAMS:**
 - A. STEALING**
 - B. DISRESPECT for coaches, teammates, property, or any adult.**
 - C. DISOBEDIENCE of or to coaches, teammates, or any adult (bus drivers)**
 - D. FAILURE to participate in prescribed workouts and off-season**
 - E. FAILURE to attend regular classes**
 - F. SENT to principal's office for chronic misconduct**
 - F. EXPELLED from school**
 - G. LEAVING school without notifying anyone in authority**
 - H. ANY CONDUCT unbecoming of an athlete (to name a few; cussing, harassing officials, fighting in games, any unsportsmanlike conduct, destruction of property, inappropriate web media content, ETC...)**
 - I. DRINKING ALCOHOLIC BEVERAGES, SMOKING MARIJUANA, OR DRUGS, ON OR OFF CAMPUS IS PROHIBITED.**
 - J. CHEWING TOBACCO AND SNUFF are also hazardous to your health and conduct of an unbecoming athlete. THIS IS NOT PERMITTED OF ATHLETES.**

NOTE: EVERY infraction will be reviewed and investigated on an individual basis at the discretion of the coach and Athletic Director.

RESPONSIBILITIES OF THE ATHLETE

1. All participants in the athletic program shall have a physical examination on file and their parental permission is turned in to the coach before taking part in any athletic contest on an inter-school level.
2. Students shall not change sports during season. Athletes are urged to attend every practice session during the season. No unexcused absences. Anybody who quits sports will be transferred to the P.E. class and must wait until that sport season is over to go out for another sport.
3. Each prospective athlete shall maintain the proper social attitudes conducive to winning in athletics. This means that he/she should get along with other students, teachers, staff, etc., and maintain proper dress and grooming according to the athletic and school policy.
4. On out-of-town trips all representatives of the school shall conduct themselves properly. Everyone going on the bus shall return on the bus unless parents personally ask the coach to take their child home with them and fill out a waiver letter that you should have on hand when you travel. No group of students shall ride a bus unaccompanied by a coach, nor shall students be allowed to take their own car.
5. No parent or individuals may ride with athletes in the bus/van unless requested and/or approved by the coach and the athletic coordinator.
6. Each athlete will follow training regulations. **NO ATHLETE SHOULD DO ANYTHING THAT WOULD HURT THE REPUTATION OF THE TEAM, SCHOOL, OR HIS/HER FAMILY.**
- 7.

DROPPING OR CHANGING SPORTS

It is easy for your students to get discouraged and want to drop out of a sport or jump around from one another. If a student athlete quits one sport, he/she cannot join another sport until the end of the season of the sport he/she left. The athlete needs to understand whether any equipment / apparel issued to them is school property and needs to be returned or it could lead to a monetary reimbursement to the school district. No athlete may quit one sport and turn out for another after the season has begun without mutual consent of both coaches involved and the Athletic Director.

CONDUCT ON BUSES

Students are required to ride the bus to and from the game location except in the special cases that are cleared by the head coach such as injury or illness to a player. Athletes shall not damage the buses in any way nor exhibit bad conduct. Yelling out of the windows shall not be allowed. Horse playing is not allowed. Student athletes will not be permitted to go shopping, etc., during a trip.

STUDENT INSURANCE

The school district will pay for our athletes' athletic insurance.

You need, though; to make sure your parents understand that this is a SECONDARY insurance policy. If your parents have family health coverage through their place of employment, then that coverage is considered PRIMARY. (In other words, the claim must first be filed with this company) Any balance will then be covered by the school insurance in accordance with the BENEFIT SCHEDULE.

ACADEMIC ELIGIBILITY

Remember that in order for you to compete, you must be PASSING your classes. If you fail, then you will not be allowed to compete, you can practice, but NO PASS, NO PLAY!

Grade and Conduct checks will be done throughout the school year. If you are in an "in season" sport expect grade checks on a two- or three-week basis.

PERSONAL ITEMS LOSS

It will be the responsibility of the student athlete for any loss by theft or carelessness of personal items left in the athletic facilities, ground or lockers. (Items such as radios, jewelry, clothes, etc.) The school district and the Athletic Department will not be held responsible for replacing lost or stolen items.

ATHLETICS GEAR LOSS

It will be the responsibility of the student athlete to pay for any item(s) lost, damaged or stolen that were assigned to him/her for the school year. (Shorts, shoes, etc.) Payment should be taken care of before the end of the school year. Failure to rectify these matters will result in documentation of monies owed being turned into the principal's and athletic director's office.

I have read the set of rules and guidelines for San Benito C.I.S.D. athlete and agree to follow them.

Athlete's Signature

Date

Signature of Parent/ Guardian

Date

Print Athlete's Name_____ **Id Number**_____

Grade Level_____



SAN BENITO GREYHOUNDS

2026 - 2027



PARENT INFORMATION

PACKET

Office Number: (956) 361-6455 / 361-6587

Dear Parent or Guardian:

It is a great honor for me to be the Athletic Director and Head Football Coach at San Benito CISD. Since my arrival I have been working diligently to get the athletic program structured and ready to compete for honors this school year. I have been fortunate to get to know all the great people that make up and support our program. I have also had the good fortune of working with great administration, faculty, coaching staff, and finally the greatest student athletes in the State. I have enjoyed all the parents and friends of the athletic program whom I have encounter through my association with the Greyhound Athletic Program.

Our goal for the 2017-18 school year is to be one of the finest athletic programs in Texas. Every year, it is a tremendous challenge to play and compete at the highest level of competition possible, however, the most important aspect of athletics are the characteristics traits that we can instill in our athletes. Our jobs as coaches go beyond the field of competition. You have entrusted to us your most valuable possession, your child. It's our job to cultivate and instill in them good values and good habits because it is these traits that will follow them the rest of their lives. These values include cooperation, teamwork, discipline, preparation, and hard work. Our program is built on these values, and these are the values that we should be most concerned with as we enter the new season.

Thank You,

**Dan Gomez
Athletic Director / Head Football Coach
SAN BENITO CISD**

Expectations of Athletes

- 1. San Benito Athletes should encourage teamwork, show enthusiasm, have a positive attitude, and be mature in their actions.**
- 2. Be punctual to all classes and practices.**
- 3. All players will travel on the bus to and from all games.**
- 4. Players and coaches will keep locker rooms clean.**
- 5. Maintain proper conduct in the classroom and on the playing field. Proper citizenship always is required.**
- 6. Equipment must be returned to each respective coach or head coach at the end of each season. Athletes must pay for lost equipment.**
- 7. No fighting or playing around in the locker room or school bus.**
- 8. Use positive comments and appropriate language.**
- 9. All rules in the San Benito C.I.S.D. Student Handbook will be enforced.**

Tips for Parents

The coaches' job is to develop the players and team and to teach the values that will help the athlete be successful in life. As a parent it is your job to monitor your athlete's academic progress and to help support the Greyhound Athletic Program in a positive way. Hopefully these tips will help.

How to best help your athlete

The best way to help your athlete is to provide encouragement and to be positive both at home and in the stands. If there is a problem at any time during the season, please follow these steps.

First:

Have your athlete talk to their coach.

Second:

The parents can set up a conference with the coach to discuss the problem.

Be Interested

Make sure that your athlete knows their academic progress is important to you! Attend all open houses and parent conferences, know when each grading period ends, and make sure that you see all report cards and progress reports.

Make sure athlete's courses are appropriate for them

Help your athlete choose their courses. Please monitor your athlete's curriculum. If any of their courses are too difficult, too easy or inappropriate, talk to their counselor.

Discuss classes and goals

Sit down with your athlete at the beginning of each grading period and then set realistic academic goals for that term.

Talk to your athlete about time management.

Because athletics takes up so much time, student athletes need to develop good time management skills in order to get everything done. Help your athlete create a personal study plan and help them identify those things that will sabotage their plan.

For example: T.V., internet, talking on phone, parties, or just hanging out with friends!

Tutoring and Study Programs.

Ask your child about our tutoring and athletic study hall programs. These programs are designed to help your athlete be successful! It is the athlete's responsibility to get homework done and to prepare for tests.

Make your athlete accountable.

Your athlete needs to know that someone cares and is checking on how they are doing. They need to know that successes will be recognized and that poor performances will be noticed!

Working with the school.

Know that teachers, counselors, coaches and administration are there to help your athlete get the best education possible. A divorce, a health problem or a death in a family can affect your child's attitude and performance. If such a situation should arise, please call the school and notify a coach!

I have read the set of rules and guidelines for San Benito C.I.S.D. athlete and agree to follow them.

Athlete's Signature

Date

Signature of Parent/ Guardian

Date

Print Athlete's Name _____ **Id Number** _____

Grade Level _____

ATHLETIC HANDBOOK ACKNOWLEDGEMENT FORM

SAN BENITO C.I.S.D ATHLETIC HANDBOOK ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the San Benito CISD Athletic Handbook, which describes important information about our athletic program, policies, and coaching expectations.

I understand that I should consult with the Athletic Director or Athletic Coordinator if I have any questions or concerns with the information in the Coaching Manual.

I understand and agree that I will read and comply with the policies and program information contained in this Coaching Manual.

Coaches Name (Printed)

Coaches Signature

Date

Campus