

SHEPHERD PIRATES



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PHILISOPHY OF SHEPHERD INDEPENDENT SCHOOL DISTRICT ATHLETICS

The philosophy of the Shepherd Independent School District's Athletic Department is to promote and maintain a broad-based program that will offer all students, with an interest in athletics, an opportunity for safe and healthy participation in the sport of their choice.

The Shepherd Independent School District's Athletic Department exists to supplement the educational process of those students who exhibit an interest in providing a forum for themselves to challenge their physical and emotional capabilities. The purpose of this program is to provide opportunities to these students to pursue and understand the values of attitude, commitment, responsibility, accountability, work ethic, and team. The operational basis of the program is designed for each student to be challenged in these values through the day-to-day process of being in this program.

STATEMENT OF PURPOSE

The purpose of any school district is to provide an educational system for the residents of that school district. The Shepherd Independent School District takes great pride in the quality of education afforded the children within its boundaries. The athletic department of the SISD takes great pride in its role as a part of the education provided by the SISD. The athletic department recognizes that its primary purpose is to enhance the educational opportunities of the children of the school district. The athletic department is proud of the accomplishments of the athletic teams which are successful in their competitive areas. The athletic department is also very proud of the intangible areas of students' success, such as learning the meaning of hard work, discipline, the need for personal sacrifice for the team, and many other things that are important to the well being of a person and society as a whole. The patrons of the school district should realize that the athletic program exists for the

enhancement of education first, and that developing great teams and players is not the primary purpose for its existence. The patrons should also realize that athletics is a privilege provided by the constituency of the school district, and that athletics is not a required course of study for graduation. While the athletic department of each school does its best to provide a pleasant atmosphere for the development of each athlete, the athletes themselves should realize that competitive athletics by nature is sometimes extremely strenuous and demanding, and will not necessarily be enjoyed by all who wish to participate. The SISD athletic program is designed for young people who are willing to put in the time and effort to make the necessary sacrifices to be part of the program. Parents of athletes should understand that they also will be required to make sacrifices in order for their children to be able to participate.

If participation in athletics is to be a positive experience for the participants, a great deal of cooperation is required from the student, parents, coaches, administrators and the school district as a whole.

OBJECTIVES AND STANDARDS FOR ATHLETES

School athletics has a tremendous potential for meeting the needs of our youth. An intensive, well-balanced program of interscholastic sports should therefore be offered to all students. Interscholastic athletics for the physically gifted represents an area of great potential for practicing the pursuit of excellence. It is therefore the goal of the athletic program to offer the opportunity of participation for every student who has the ability and desire to participate. However, no student is obligated to take part in athletics, nor is participation in athletics required for graduation. Since it is a privilege, the coach has the authority to revoke the privilege when behavioral expectations are not met. The athletes will know what they can do and what they cannot

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do. They will realize that the school wishes them to reach the highest possible achievement level, in education, interscholastic athletics, and in their own life.

Shepherd ISD Athletic Program Objectives:

1. Involve as many students as possible in a positive athletic environment.
2. Instill in all students an exemplary work ethic and the qualities of: accountability, citizenship and a high degree of sportsmanship.
3. Play everyone on all middle school and sub-varsity levels.
4. Develop and maintain a complete and comprehensive off-season program.
5. To have all programs represented with class, character and dignity.
6. Establish successful programs so that all participants enjoy a positive learning experience.
7. Demonstrate that each of our athletic teams is well coached, highly disciplined and very well organized.
8. To establish a District-wide bond of loyalty and pride that reflects the principles and attitude of the Shepherd ISD.
9. Ensure that the Shepherd ISD Athletic Department objectives support the total mission of the Shepherd ISD.
10. Establish vertical alignment in all sports between the middle schools and the high school athletic programs.

The following standards are judged to be of significant importance in the establishment of the type of athletic program necessary to achieve objectives as mentioned above:

BEHAVIOR:

Proper dress and appearance, personal hygiene and good grooming

CITIZENSHIP:

Exemplary conduct, on and off school campus

Adherence to school and community rules

Respect for individuals and property

Appreciation for academic achievement and scholarship

Patriotism

TEAM RESPONSIBILITY:

Common goals and group loyalties

Subordination of self-interest to team values

Self-discipline and personal sacrifice for team goals

EDUCATIONAL AIMS OF THE ATHLETIC PROGRAM

Coaches should motivate athletes to:

1. Acquire self-discipline and control.
2. Accept imposed discipline.
3. Think for themselves.
4. Work with others for the common cause.
5. Play the game fair and within the rules.
6. Acquire self-confidence under pressure and a sense of values for later life.

For programs to be successful we must have, on the part of coaches and players, these ingredients:

1. Appropriate level of enthusiasm and morale.
2. Discipline
3. Loyalty
4. Character

ATHLETIC DEPARTMENT ADMINISTRATIVE ORGANIZATION

ADMINISTRATIVE ORGANIZATION OF ATHLETIC DEPARTMENT/CHAIN OF COMMAND

ATHLETIC DIRECTOR

1. Director of the athletic program assumes responsibility for all athletic coaches in the district and their assignment in regard to promotion of the overall program.
2. Responsible to Superintendent.

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HIGH SCHOOL CAMPUS ATHLETIC COORDINATOR

1. Responsible for coordinating the athletic program and the supervision of all coaching personnel in the high school and feeder middle schools.
2. Authorized to assign coaches under his/her supervision to all in-service meetings and other duties relating to the successful operation of the program.
3. Responsible to athletic director.

MIDDLE SCHOOL CAMPUS COORDINATOR

1. Responsible for assisting high school campus coordinator with the boys/girls athletic programs and supervision of boys/girls coaching personnel in assigned middle school.
2. Responsible to campus athletic coordinator, high school campus coordinator, athletic director and middle school principal.

HEAD COACH OF EACH SPORT

1. Responsible for all aspects of their particular sport and assistant coaches under their direction.
2. Responsible to campus coordinator, principal, and athletic director.

MIDDLE SCHOOL COACH

1. Responsible for coordination of athletic programs and supervision of coaching personnel in their school.
2. Responsible to principal, athletic director and middle and high school campus athletic coordinators.

ASSISTANT COACH HIGH SCHOOL AND MIDDLE SCHOOL

1. Responsible for implementing the systems and philosophies of the head coach.
2. Responsible to head coach, principal, appropriate campus athletic coordinator, and athletic director.

ATHLETIC TRAINER

1. Works with Head Coach of each sport as assigned by athletic director.

2. Responsible to campus principal and athletic director.

SHEPHERD ATHLETIC STAFF LOYALTY

All staff members will make a 100% commitment to the philosophy, objectives, and policies of the Shepherd Independent School District Athletic Department.

If a coach has a question or concern regarding a UIL rule/policy/procedure – the following communication process will be followed:

1. Coach will discuss issue with Campus Athletic Coordinator.
2. Athletic Coordinator will decide whether issue is brought to the Athletic Director's Office.
3. Athletic Director's Office will contact the UIL – not the coach.

PROCEDURE FOR HANDLING ATHLETIC REQUESTS AND PROBLEMS

1. Assistant coaches should report to the head coach of their program first, then to high school coordinator.
2. All coaches shall initiate each request or discussion of a problem pertaining to athletics with the athletic coordinator of their school.
3. The request or problem may then be referred to the athletic director by the coordinator if the subject requires additional attention.

Please, use the following chain of command when dealing with issues, problems, grievances, and other situations that may arise. This will help speed up the problem-solving process within the department:

	<u>1st Contact</u>	<u>2nd Contact</u>	<u>3rd Contact</u>	<u>4th Contact</u>
SMS Girl Athletes	Team Coach	K. Thornton	M. Robison	
SMS Boy Athletes	Team Coach	D. Benbow	M. Robison	
SHS Girl Athletes	Team Coach	K. Thornton	M. Robison	
SHS Boy Athletes	Team Coach	D. Benbow	M. Robison	

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SPORTSMANSHIP & ETHICS

SISD CODE OF ETHICS FOR COACHES

1. Coaches will keep all differences of opinion among coaches confidential and not discuss sensitive issues in public.
2. Coaches will not discuss issues pertaining to an athlete among the athlete's peers.
3. Coaches will not place the value of winning above the welfare of the athletes or above the ideals of proper character.
4. Coaches will conduct themselves in such a way as to maintain integrity and dignity of the SISD and the coaching profession.
5. Coaches will strive to improve professional status and effectiveness through participation in local, state and national organizations, coaching clinics, in-service workshops, etc.
6. All school policy regarding Athletic Department business will be adhered to, both in letter and in spirit.
7. All UIL policy regarding Athletic Department business will be adhered to, both in letter and in spirit.
8. Coaches will support the administration in all policies, rules, and regulations as pertaining to Athletic Department business.
9. Coaches will support the Athletic Program in all policies, rules, and regulations (any differences of opinion between coaches or staff members will be discussed behind closed doors and never with the public.)
10. Coaches will understand their responsibility to the health and welfare of our student athletes, and all medical problems will demand their prompt attention.
11. Coaches will never knowingly or intentionally abuse any athlete (physically or mentally), use abusive language to them, or belittle them in front of their peers.

NATIONAL FEDERATION INTERSCHOLASTIC COACHES ASSOCIATION CODE OF ETHICS

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program

is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coach's families, and their welfare should be of primary concern at all times.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, 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 their 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 shall not try to seek an advantage by circumventing of the spirit or letter of the rules.

Coaches shall actively enhance sportsmanship among spectators, and by working closely with cheerleaders, the drill team sponsors and booster clubs and administrators.

Contest officials shall have the respect and support of the coach. 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 and unprofessional.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

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

SPORTSMANSHIP GOALS

Responsible behavior where student-athletes play hard, play safe, and accept the results of interscholastic competition is SISD's sportsmanship goal. Keep athletics in perspective. Given the adverse influence that higher levels of athletic competition have on our communities as well as our student-athletes, it is important that we establish an acceptable standard for sportsmanlike behavior and admonish behavior that is unacceptable.

AS A COACH-WE ASK THAT YOU:

The Shepherd ISD 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.

1. Exemplify the highest degree of moral character, behavior, and leadership - adhering to strong ethical standards.
2. Respect the integrity and personality of the athlete.
3. Teach the rules of the game - both the letter and spirit of the rule.
4. Set a good example for players and spectators.
5. Respect the integrity and judgment of game officials.
6. Teach and reward sportsmanship.
7. Do not promote any performance enhancing compounds.

MEET WITH BOOSTER CLUBS AND PARENTS:

1. Explain game rules.
2. Set standards of acceptable behavior.
3. Let parents know that their actions can and will affect the team.
4. Be aware that admission to an event is a privilege, and with that privilege comes the responsibility to conduct oneself in an appropriate manner.

WE ASK THAT STUDENT ATHLETES:

1. Accept and understand both the seriousness of your responsibilities and the privilege of representing the school and community.
2. Learn the rules of the game.
3. Treat opponents the way you would like to be treated.
4. Respect the integrity and judgment of game officials.
5. Do not consume any performance enhancing compound.

KEYS TO GOOD SPORTSMANSHIP

1. Know the rules of the game.
2. Recognize good plays in both teams.
3. Respect your opponents and their spectators.
4. Realize that individual and team errors lose more games than bad calls.
5. Practice the golden rule.

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.

FROM UIL CONSTITUTION AND CONTEST RULES Subchapter C. – High School Athletic Plan **A. Section 1200: PURPOSES OF HIGH SCHOOL ATHLETICS**

- (1) to assist, advise and aid the public schools in organizing and conducting interschool athletics;
- (2) to devise and prepare eligibility rules that will equalize and stimulate wholesome competition between schools of similar size, and reinforce the curriculum;
- (3) to regulate competition so that students, schools, and communities can secure the greatest educational, social, recreational and aesthetic benefits from the contests;
- (4) to reinforce the concept to all participant schools that athletics is an integral part of the educational program;

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(5) to preserve the game for the overall benefit of the contestant and not sacrifice the contestant to the game;

(6) to promote the spirit of good sportsmanship and fair play in all contests;

(7) to promote among the players, schools and communities a spirit of friendly rivalry and a respect for the rules; and

(8) To forward the concept of accepting decisions of sports officials without protest and treating officials as co-partners in the educational process of competition.

B. Section 1201: Athletic Codes

The Athletic Code and the Athletic Code for Coaches carry the force of rule. Member school districts, participant schools and/or covered school district personnel who violate any 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 recreational aspects and positive human relations 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.

(6) Provide information or evidence as soon as possible regarding eligibility of any contestant or school to your local school administration, then to the proper district executive committee. To withhold information is considered dishonorable and contrary to good sportsmanship.

Schools guilty of violating this section may subject themselves to penalties as described in Sections 27 and 29, including disqualification from district honors in the germane activity. Covered school district personnel guilty of violating this section may be subject to the range of penalties as described in Sections 27 and 29.

(7) Do not recruit or entice any student to attend and participate at your school. Any inquiries from students outside your school district or from another high school in a multiple-high school district should be directed to the school superintendent or high school principal.

All coaches in SISD are expected to adhere to the University Interscholastic League Athletic Code for Coaches.

ATHLETIC CODE FOR COACHES

(1) Being aware of, understanding, and following all rules governing the competition for which the coach is responsible.

(2) Informing one's immediate supervisor in writing the next school day after a contest if ejected from that contest for unsportsmanlike actions, or, in football, if given three 15 yard penalties during one contest knowing that such conduct requires automatic penalty.

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- (3) Treating athletes based on what is best for the education, general welfare, and health of the student.
- (4) Professional loyalty to other coaches.
- (5) Adhering to in season and out of season practice regulations.
- (6) Adhering to policies, which do not force athletes to specialize or restrict them from participation in other sports.
- (7) Allowing students to participate in one school sport without requiring, as a prerequisite, participation in another school sport.
- (8) Abstaining from any practice which would bring financial gain to the coach by using a student's participation in a camp, clinic, league, or other non-school athletic event, such as a rebate for each player sent to a particular camp or from each player using a particular product. Coaches shall not charge a fee for private instruction to student athletes during the school year. The restriction on charging fees for private instruction applies only to those students who are:
 - (a) in grade 9-12;
 - (b) from the coach's attendance zone; and
 - (c) participating in the sport for which the coach is responsible.
- (9) Abstaining from any practice that makes a student feel pressured to participate in non-school activities.
- (10) Avoiding any coaching practice which would endanger the welfare or safety of any player.
- (11) Emphasizing the academic progress of all participants by a regular, documented check of their academic standing, both in season and out of season.
- (12) Scheduling games and practices to avoid unnecessary loss of study or class time.
- (13) Utilizing the best and most current teaching, coaching, and training methods

through affiliation with professional associations and publications.

(14) Abstaining from any practice that solicits teachers to modify a participant student's grade for eligibility purposes.

(15) Avoiding any actions that encourage, condone, or tolerate the use of performance enhancing drugs by any student athlete.

(16) Emphasizing a chemical awareness program that informs and educates students of the damaging effects of anabolic steroids.

EMPLOYEE INFORMATION

RESPONSIBILITIES OF COACHES

All Coaches in the SISD are expected to know and understand all UIL rules governing the sport they coach. It is the coaches' responsibility to make sure athletes and parents are aware of UIL rules and the possible consequences for violation of the rules.

To be called a "Coach" is an honor and a privilege. Along with this privilege come several responsibilities. Below you will find outlined the basic responsibilities of a coach as generally accepted by society and by court cases which have helped to define these expectations.

THE RESPONSIBILITY OF SUPERVISION

Includes general supervision of all areas and activities and specific supervision of athletes engaged in the athletic contest.

1. Develop and adhere to a well organized plan even when the areas are not in use. The following areas should be supervised or secure at all times.

- a) gyms
- b) locker rooms
- c) shower rooms
- d) weight rooms
- e) training rooms
- f) storage areas
- g) playing fields

2. Reasonable care must be exercised in the supervision of athletes while they are engaged in

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athletic contests. This includes proper instruction before practices on how to perform the activity as well as how not to perform the activity. Careful observation of activity is needed to prevent unsafe actions by the team or unsafe actions beyond the scope of the individual athlete's abilities. The coach should know the background and experience level of each athlete as well as past or present disabilities. The coach should match athletes to whatever extent is feasible to minimize the likelihood of injury due to mismatch of size, weight, or ability. Coaches cannot be an absolute guarantor of the safety of those within his or her sport, but are expected to exercise reasonable care.

THE RESPONSIBILITY OF INSTRUCTION

Coaches are responsible for providing reasonable technique instruction and adequate skill training to athletes before they engage in athletic activity. Failure to do this is called educational malpractice. Court cases have identified four distinct components of the duty to instruct.

1. Coaches must be qualified to teach his/her particular sport. Qualifications include: educational background and related to sport, continuing education relating to sport, clinics attended, and experience teaching the sport. Documentation is required.
2. Athletes must be taught the basic nature of the sport, rules of the game and proper techniques for performing the sport. Technique instruction should include how to and how not to perform the technique. Actual demonstration of proper technique should be provided along with verbal instruction.
3. Coaches must identify and clarify the risks which are inherent in any aspect of the sport. Athletes must be given a full and complete disclosure of all the risks involved in a sport. The duty is to warn athletes of risk.
4. Coaches must explain all safety precautions to be observed while performing a particular sport. The duty is to instruct is one of reasonable care.

THE RESPONSIBILITY TO PROVIDE ADEQUATE WARNINGS

Liability for failure to warn is the most prevalent allegation in sports injury litigation.

1. Inherent risks are those which are typically encountered in a sport.
2. A player must have full comprehension of the risks, most school districts, including SISD, have a **waiver of liability** that states the athlete and/or parent assume the risk of injury and waive rights against the school and coach.
3. Waivers are useful in terms of documenting the communication to the athlete of all specific dangers of the sport.

THE RESPONSIBILITY TO PROVIDE A SAFE PLAYING ENVIRONMENT

Coaches need to provide a full duty of care to their athletes. Full duty of care means that coaches need to inspect premises and discover any dangers to the athlete. Selection and setup of safe playing environment in a facility or grounds to be used for a particular activity and selection of equipment is necessary for operation of facility. Five aspects of the duty to provide a safe playing environment are:

1. Comply with city, county, or state safety building laws.
2. Inspection of facilities should be done on a planned and regular basis.
3. Have an organized plan of preventative and corrective maintenance.
4. Take measures to protect spectators, game officials, and others from unreasonably dangerous conditions.
5. Take measure to insure safety of athletes during inclement weather or dangerous climatic conditions.

THE RESPONSIBILITY TO PROVIDE PROTECTIVE ATHLETIC EQUIPMENT

The protective equipment referred to here is the equipment worn or used by the athlete, not equipment required for the operation of the playing area. Duty to provide does not mean the school must buy equipment, but can require the athletes to provide their own protective equipment. The coach should make sure that the athlete understands the proper use of equipment

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such as the proper position of a knee brace. Inspection and repair is of utmost importance in the care of protective gear.

1. List of protective equipment (may not be all inclusive).
 - a) Helmets
 - b) Mouthpieces
 - c) Protective eye wear
 - d) Adequate footwear
 - e) Safety mask

THE RESPONSIBILITY OF MATCHING & EQUATING ATHLETIC PARTICIPANTS

The coach must exercise reasonable care in matching athletic participants for practices, and other competitive situations. Five basic types of potential mismatches should be considered when equating athletic participants.

- a) Size
- b) Age
- c) Gender
- d) Skill/Experience
- e) Incapacitating conditions

THE RESPONSIBILITY TO EVALUATE PLAYERS FOR INJURIES, LACK OF PHYSICAL CONDITIONING AND OTHER PHYSICAL INCAPACITIES

There is a need to exercise reasonable care to ascertain whether an athlete is physically prepared to play. Players need to be evaluated for injury, lack of physical conditioning, and physical, mental or emotional problems that will have a negative effect on participation. Areas of evaluation listed below should be observed.

1. Physical ability to perform.
2. Physical examination – each student athlete in 7th grade or above must have a physical examination every year.
3. Injury evaluation is the responsibility of coaches and trainers– not a student trainer.
4. Returning to action after injuries requires a doctor or trainer release. Written documentation is a safety net.

THE RESPONSIBILITY TO PROVIDE MEDICAL ASSISTANCE

Coaches are held to a standard of “Reasonable Care.”

1. “Reasonable Care” means coaches are held accountable for administering first aid until qualified medical personnel arrive. Coaches are required to be more knowledgeable concerning first aid procedures than the average citizen.
2. A coach has the duty to activate the emergency medical procedures that have been set in place for an injury situation in order to summon qualified medical assistance. This plan needs to include the following:
 - a) The fastest method to call for medical assistance
 - b) Transportation of an injured player
 - c) Description of injuries and player’s condition
 - d) First aid applied
 - e) Name and address of injured player
 - f) Parents or guardian notified

THE RESPONSIBILITY TO PROVIDE SAFE TRANSPORTATION

All states have enacted legislation relating to the transportation of students.

1. Coaches are not liable for injuries resulting from a negligently maintained or operated charter bus.
2. School owned buses comply with all federal and state statutes, and school district regulations governing such vehicles. The driver of school owned buses has adhered to state law by obtaining the correct licenses. This is the safest method to transport athletes.
3. Personal vehicles owned by coach. Coach assumes all responsibilities when personal vehicles are used to transport athletes. The coach needs to have a written request from parents of athletes before athletes can be transported in coaches’ vehicles. This is also required for the use of parents’ vehicles in transporting students.

THE RESPONSIBILITY OF PLANNING

Planning is the threshold duty of all personnel and should precede every activity in the program. A coach is negligent when there is an absence of planning, improper or poor planning, or where

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there was a failure to adhere to an established plan. Coaches' plans need to include the following:

1. A comprehensive plan for all the school's athletic programs.
2. Develop a sport-specific plan for each sport coached and outline the precise means by which they are going to fulfill all of their legal duties to the student athlete. Revising and updating sport plans should be done at least twice a year, (1) before practice begins and (2) after the season ends.
3. All **athletic plans** should be in writing. **Season plans should be developed by head coach. (CREATE FORM)**

- A. Each head coach develops a season plan.
 - i. Plan will be in a binder and/or notebook.
 - ii. Plan will be placed in the athletic director's office.
- B. Steps to develop a season plan.
 - i. Establish instructional goals.
 - ii. Select the subject matter to be taught to achieve each goal.
 - iii. Organize the subject matter for instruction.
 - iv. Evaluate athletes' pre-season skills and knowledge.
 - v. Plan practices.
 - vi. Offseason Calendar/Plan
- C. Practice plan guidelines.
 - i. For each goal in the season plan, the coach selects a practice day to teach each item under that goal.
 - ii. The following are basic elements of a practice plan.
 - a) Date
 - b) Practice objective
 - c) Equipment needed
 - d) Practice activities
 - e) Warm-up
 - f) Practice of previously taught skills
 - g) Teaching and practice of new skills

- h) Practice under competitive conditions
- i) Cool-down
- j) Coach's comments
- k) Evaluation of the practice

- D. Coaches should place plans in a binder and/or notebook for record keeping purposes. Suggested guidelines for practice should include the following:
- i. Plan only one or two practices ahead. Previous practices need to be assessed before continuing.
 - ii. Practices must adhere to UIL Rules and starting dates, holiday practices, exams, and TAKS test.
 - iii. Inform students each day of the length of practice for the next day so parents will know when to pick up student or expect student home.
 - iv. Provide frequent water breaks.

COACHES ARE RESPONSIBLE FOR MAINTAINING A SAFE PLAYING ENVIRONMENT

Coaches are responsible for maintaining a safe environment for student athletes in practices and contests.

Coaches will adhere to accepted standards of safety which include:

1. Conducting safe practices in safe environment.
2. Warning athletes of risk associated with sports.
3. Remove hazardous equipment.
4. Adapting to environmental/weather hazards.
5. Meeting other responsibilities for maintaining safety of athletes.

COACHES ARE EXPECTED TO EXHIBIT A HIGH DEGREE OF COACHING PROFICIENCY

Coaches are responsible for following accepted guidelines for team management which includes:

1. Having or developing an adequate knowledge of their sport.
2. Being prompt for all meetings and practices.

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3. Being enthusiastic while using good instructional technique and proper teaching methods which involve all athletes.
4. Using practice time effectively by developing good practice plans and maintaining records of each practice.
5. Being responsible for using appropriate language while dealing with athletes.
6. Establishing rules for athletes which provide consequences for negative behavior.
7. Have the ability to deal with conflict effectively.
8. Developing effective game plans and procedures to allow students the opportunities to be successful.
9. Allowing athletes to develop leadership skills and allow athletes to ask questions and have input in program.

COACHES ARE RESPONSIBLE FOR PERFORMING THEIR DUTIES IN A PROFESSIONAL MANNER

Coaches should exhibit the qualities of a competent administrator.

Coaches should exhibit the behavior and practices that are in keeping with their assignment as a professional employee.

Administrative and professional expectations of coaches include:

1. Attending appropriate meetings including rules and district meetings.
2. Submitting all required paperwork on time including eligibility forms, physicals, parent permission form, transportation request, equipment inventories, purchase order requests, schedules, etc.
3. Conducting effective pre-season meetings with parents and athletes.
4. Establishing individual and team goals that are based on performance and improvement.
5. Distributing, collecting and caring for uniforms and equipment.
6. Displaying professional behavior which includes good organizational practice, compliance with all District, UIL, State, Federal, and campus regulations or laws, following chain of command, accepting decisions of supervisors without complaining, keeping supervisors properly informed.

7. Establishing effective communication with media for the purpose of reporting game results and team and individual accomplishments, and should develop methods for recognizing team and individual accomplishments.

COACHES ARE EXPECTED TO DISPLAY PERSONAL QUALITIES CONSISTENT WITH A PROFESSIONAL EMPLOYEE

Personal behavior expectations:

1. Coaches should display a pleasant, enthusiastic attitude.
2. Coaches are responsible for being dressed in a manner appropriate with their assignment.
3. Coaches grooming should meet campus standards.
4. Coaches are expected to exhibit support to supervisors, school district administration and to other staff members.

COACHING RELATIONSHIPS

1. ADMINISTRATOR- Because of the tremendous role played by the Coach in the total educational process, it is imperative that a good workable relationship exist between the coach, principal, and the athletic administration. It is desired and expected that the Coach supports all policies on rules and regulations pertaining to athletics. Controversial matters should be discussed on a friendly basis. Differences of opinion must be discussed privately and not aired to the public. Once a final decision is made, it should be accepted and supported by all parties involved. Suggestions and positive input that may improve the athletic program are welcomed and encouraged.

2. SCHOOL- A coach's relationship with the school that they represent should be one of respect, integrity, and dignity. **It is the responsibility of the coach to keep the school abreast of the activities included in the athletic program and the time and place of each event.** The coach should work with the Principal, Athletic Coordinator and Athletic Director in making plans and arrangements for athletic events.

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Because of common interest and concern shared by the coach and other teachers in the development of students, the relationship between these professionals should be complimentary rather than critical or non-supportive. The coach should make students and the student body aware of purposes and advantage of having an athletic program in their school. Of course, new rules, regulations, and other pertinent information should be interpreted to students and members of the student body.

3. PLAYERS- The Athletic Coach should be highly respected by parents, community, and athletes. In fact, the coach should be a model by which athletes imitate and identify behavior. The coach has a great influence on the behavior of their players. Therefore, the coach should be conscious of their conduct and actions at all times. The coach should set examples of good character for all athletes:

- (a) refrain from using tobacco products, drinking, or using profanity while athletes are under their supervision;
- (b) act in a professional and sportsmanlike manner at all times;
- (c) teach players to win with dignity (without boasting or taunting opponents) and to lose with no ill-feelings or bitterness toward opponents;
- (d) emphasize respect for decisions made by officials and others that are in authority.

4. ATHLETIC TRAINERS- The Athletic Coach has a great responsibility in the protection of those entrusted to their care. The coach should not jeopardize the safety and welfare of athletes for personal prejudices or glory. Any teaching of illegal means of winning or disregard for proper rules and regulations governing sports should not be tolerated in the coaching profession.

(a) It is the responsibility of the trainer assigned to any athletic event to treat injured athletes and determine whether or not the athlete continues to play.

(b) If any injury occurs during an athletic event where a trainer is not assigned, it is the responsibility of the coach to see that the injured athlete is taken to a physician.

5. OFFICIALS- The Head Coach of each sport is responsible for securing officials for all varsity and sub-varsity contests. The Middle School Athletic Coordinator will handle all middle school contests. The Athletic Director office is responsible to sign and return all athletic officials contracts.

Officials are to be respected by coaches and players at all times. The officials must have the support and cooperation of each coach if they are to perform their duties to the best of their ability and with honesty and dignity. It is the responsibility of the officials to make decisions regarding all plays (controversial or non-controversial). Unethical conduct toward officials should not occur. Controversial decisions should be discussed privately (not aired to the public, sportscaster, or news media) by the official (s) and coach (es) involved. A derogatory statement made about officials, publicly, is a UIL violation.

6. MEDIA- The press, radio, and television can be useful mediators in sports when utilized in a positive and constructive manner. Coaches should use discretion when making comments or giving information about teams or players. Undesirable or negative information **must** be avoided. It is advisable to channel injuries, disciplinary measures, academic difficulties, or eligibility problems to the proper authority instead of airing to the press, radio, and television. Any propaganda or information that may be detrimental or discreditable to the athletic program should be handled with tact. If there is uncertainty when approached by the news media, always refer them to the Athletic Department.

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LEGAL CONSIDERATIONS AND ISSUES

Coaches need to be aware of the liability for violating the civil rights or constitutional rights of student athletes. Schools have a broad regulatory and disciplinary authority over students. The authority of a school or coach to make decisions regarding a student athlete's private or personal life is limited. Federal laws supersede state laws. Most common issues regarding the rights of athletes are listed below.

DEFAMATION

Defamation is to intentionally damage a person's reputation by a false statement about the person. Potential liability exists each time a coach makes a statement about a student athlete to a third party.

INVASION OF PRIVACY

Invasion of privacy occurs when there are statements made, even ones that are true, which intrude into purely private matters about a person. The recommendation of the athletic office is to never talk about an athlete to anyone except that athlete's parents. The Family Education Rights and Privacy Act mandates confidentiality regarding certain student information, including grades, health records, and biographical material. The safest course for coaches is to exercise extreme caution in making statements about athletes. Coaches should exercise caution when disclosing information about disciplinary action taken against students.

DISCRIMINATION

Discrimination on the basis of gender, race, religion, ethnic origin, handicap, or disability should never be an issue. The duty to match and equate athletic participants has to do with gender and the Title IX limitations. Participation in athletics by handicapped or disabled students deals with the duty to evaluate players for injury or other incapacitating conditions; so the key is to determine if the disabled individual meets essential eligibility requirements to safely participate. A student with a disability or handicap may be excluded from participation only on the

same basis by which the other students would be excluded. There should never be any discrimination on the basis of race, religion or ethnic origin in regard to decisions as to eligibility of the athletes, nor in disciplinary measures nor in the selection of the team.

NEGLIGENCE

Four criteria must be present when assessing whether negligence has occurred in a particular case.

1. DUTY – Legal duty which is owed by the school and athletic personnel to the student athlete. These categories of duties which the courts have concluded are owed to student athletes have been covered in the previous pages
2. BREACH OF DUTY – Whether the school and its athletic personnel have failed to fulfill their specifically defined legal duties under all circumstances. School and athletic personnel are not required to be absolute insurers of safety for student athletes. Reasonable care is the standard – as long as reasonable efforts are made and documented – courts generally find no breach.
3. CAUSATION – Whether the alleged breach of duty was actually responsible for the injuries sustained by the student athlete. Questions that need to be answered;
 - a) Would the injuries have occurred anyway?
 - b) Is breach of duty the primary cause?
 - c) Was there negligent behavior by some third party?
 - d) Was there negligent behavior by the student athlete?
4. DAMAGE OR LOSS – There was actual damage or loss resulting from the failure to perform a duty.

SCHOOL PRAYER

Prayer in schools must be in compliance with federal law and school district policy. The SISD policy on prayer states that a student has an absolute right to individual, voluntary, and silent prayer or meditation in school in a manner that does not disrupt instructional or other activities of

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the school. A person may not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

PROFESSIONAL GROWTH

All coaches must complete all required trainings prior to the start of their season (if start date is prior to the first day of school) or the first day of school.

A. CPR/AED Certification – All coaches are required to be CPR, AED & **First Aid Certified**. Successful completion of **NFICEP First Aid class (DOC Estridge)** will fulfill the requirement for first aid certification.

B. Memberships – The SISD Athletic Department will pay membership dues for one professional athletic association for its employees. Each coach in the SISD is encouraged to be a member of the professional coaching and teaching organization of their choice, however, they are strongly encouraged to be a member of the Texas High School Coaches Association and/or Texas Girls Coaches Association.

High School coaches whose sport is being lectured on at the annual meeting at the T.G.C.A. or T.H.S.C.A. summer convention will be allowed expenses for either convention providing the budget will permit such expenditure.

Trainers are required to be members of Texas Athletic Trainers Association and National Trainers Association. (DOC Estridge)

C. Staff Development – Coaches are expected to be in attendance at all campus or district level coaching meetings.

Coaches are expected to make adjustments in practice schedules, personal commitments or other conflicts to allow for attendance at coaching staff meetings, teacher in-service and teacher staff meetings.

D. UIL Coaches requirements

R.C.P. and Concession Training – UIL website; must go through “Gateway” to get a UT EID to enter into the training class. Complete class; print certificate & file copy with Athletic Director.

Concession training must be completed on a yearly basis to comply with UIL safety standards. The making of a Champion: Steroid Training – UIL website; same as above. Complete class; print certificate & file copy with Athletic Director.

1st Year: Coach Training – UIL website has a link that takes you directly to the NFHS website to register for the class. Complete class; print certificate & file copy with campus coordinator.

E. New Coaches In-service - All coaches **new to SISD** must attend New Coaches In-service. This includes current SISD teachers who have not coached in SISD previously. Any head coach who is new to the district will attend the New Head Coaches training rather than New Coaches In-service.

EMPLOYEE TRAVEL PROCEDURE

School related travel includes but is not limited to clinics, scouting trips, spring training, conventions, coaching school, state tournaments, and any other activity approved by the athletic director. Any coach who wishes to be reimbursed for school related travel for athletic related trips should receive permission from the athletic director prior to making the trip. SISD does not advance money. All trips operate under a reimbursement policy. The correct form for requesting reimbursement is the **Request for Out-of-District Travel (available on line)**. This form must have the signature of the athletic director and the traveler. The principal must initial and must be informed if class is to be missed. Do not confuse this with the **“Beyond District Travel Form,”** which is related to student travel in playoff activities. After returning, the form should be sent to the athletic director’s office with all necessary receipts and documentation. A list of appropriate expenses is listed on the back of the form. Please include all registration and lodging receipts.

Maximum reimbursement for meals will be \$36 per **day including tips**. Actual original receipts must be submitted in order to be reimbursed. You must submit original receipts for reimbursement.

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*Please Note: The Tax Exempt certificate must be used for overnight stays in hotels.
The mileage reimbursement rate is \$0.56 per mile.

GROOMING STANDARDS AND DRESS CODE

Coaching is a profession for which all coaches in the SISD should take great pride. If coaches want to be treated like professionals, it is imperative that each coach demonstrates professionalism, which includes dressing as a professional. During the warmer months of the year, shorts are appropriate for outside athletic contests for sub-varsity teams. Shirts with collars are always preferred over t-shirts. Men coaching basketball games should wear collared shirts, long pants and should be neatly groomed. Slacks or warm-up pants are appropriate for men coaching basketball or volleyball games at the middle school level. Slacks or warm-up pants are appropriate for women coaching basketball or volleyball games at the middle school level. Women coaching indoor varsity sports should wear a dress or slacks that are appropriate for a varsity contest. Varsity level coaches, in particular, should be very aware of their attire and should dress in an appropriate manner. A shirt with a tie is always the best choice for a professional look for men coaches. Facial hair should always be neatly trimmed. Caps or hats may be worn at outdoor athletic contests. They should be worn in the proper manner. No baseball caps on backwards, etc. Caps or hats should never be worn during an indoor athletic contest. Shorts, caps, and t-shirts are never appropriate in an academic setting. Tattoos should be covered during athletic practices or games. Coaches and Athletic Trainers are expected to adhere to the following dress code guidelines for practices and competitions.
Coaches and Athletic Trainers should wear athletic apparel in practice areas and business casual wear during their classroom responsibilities.

PRACTICE ATTIRE FOR ALL SPORTS:

Coaching attire in neutral or school colors is required. * Logo on shirt or shorts must be your school or feeder school logo.

INDOOR GAME DAYS: VOLLEYBALL & BASKETBALL

- **Varsity** -- Dress, skirt, slacks, capris, suit, collared coach's shirt **, dress shoes, and boots. Dressy casual (walking) shorts are only acceptable when playing in un-air-conditioned gyms. (**Jeans, blue-jean shorts, t-shirts, warm-ups, flip-flops and tennis shoes are unacceptable!**)
- **Sub-Varsity** -- Same as Varsity, but may also include dress jeans & tennis shoes.
- **Middle School** -- Same as Varsity and Sub-Varsity, but may also include shorts.

GAME DAY: GOLF, TRACK, SOFTBALL:

- **Varsity, Sub-Varsity & Middle School** -- Shorts, wind suits, long pants, capris, collared shirt** in neutral or school colors, tennis shoes

GAME DAY: FOOTBALL:

- **Varsity** -- All coaches should dress alike in long pants and collared coach's shirt** in school or neutral colors. * In extreme weather, wind suits are acceptable.
- **Sub-Varsity & Middle School** -- Same as Varsity, but may also include shorts.

GAME DAY: BASEBALL:

- **All Levels** -- Baseball game uniform

ATHLETIC TRAINERS (DOC Estridge)

GAME DAY: Shirts, long pants, wind-suits with neutral or shirt in school colors or neutral, and tennis shoes. Jeans are not acceptable in Varsity Football, Basketball & Volleyball.

*Neutral colors: grey, white, black & khaki.

**Dry fit crew neck is allowed in place of collared shirt, but it must have a school logo on front of shirt.

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NOTE: Clothing that is revealing, suggestive, or would cause a distraction is unacceptable.

PROCEDURES FOR EVALUATING COACHES

1. The athletic director and campus athletic coordinator will meet at the beginning of each school year to set goals, objectives and make decisions regarding the upcoming athletic season. Program strengths and areas needing improvement, relative to the total campus program, will be discussed and identified. The athletic director may ask head coaches of individual sports to attend this meeting and provide team-specific information regarding staff, schedule and procedures.
2. At the beginning of each school year, the athletic director and campus athletic coordinators will meet with all coaches to establish expectations for the athletic program.
3. Athletic department staff is responsible for observing district teams in competition and campus events and providing regular feedback to principals, campus athletic coordinators and the athletic director regarding the performance of coaches and athletic programs.

STUDENT ATHLETE INFORMATION

ELIGIBILITY OF STUDENT ATHLETES

The University Interscholastic League 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.

CRITERIA FOR A BONA FIDE RESIDENCE

UNIVERSITY INTERSCHOLASTIC RESIDENCE RULE

Section 442(h) The state Executive Committee issued the following Official Interpretation regarding residence of parents who are not separated or divorced, and the determining guidelines of Section 442(h).

1. The intent of Section 442(h) is to insure that a relocation of residence is a complete and permanent move for the family. The residence

shall be the domicile which is a fixed, permanent, and principal home for legal purposes.

2. Does the student's parent, guardian, or other person whose residence determines the student's residence own a house or condominium or rent a house, apartment or other living quarters in the school district and attendance zone?

3. Parents must provide documentation to verify the purchase, lease, or rental of home located in the new attendance zone. A lease agreement or rental agreement should be for a reasonable duration.

4. Does the student and the parent or guardian have their furniture and personal effects in the district and attendance zone?

5. There should be no personal effects or furniture belonging to the family in the previous residence.

6. Does the student and the parent or guardian receive their mail (other than office mail) in the district and attendance zone?

STUDENT TRANSFERS – Out of District Transfer: In accordance with UIL ruling, an athlete may be eligible at a receiving school if the proper forms and statements are signed by the sending school administration, coaching personnel, and the parents of the student. This is still subject to the approval of the receiving school and the district executive committee. The proper forms provided at district expense are available through the athletic coordinator or athletic director. (All transfers should have a previous Athletic Participation form on file with the Chairman of the District Executive Committee before participation on the varsity level.)

If eligibility of an athlete is not approved by the District Executive Committee, the process of Waiver or Eligibility Rules and Review may be processed. The information regarding this type of action may be obtained from the athletic director's office.

GENERAL HIGH SCHOOL ELIGIBILITY REQUIREMENTS

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

1. Are not 19 years of age or older on or before September 1 of the current scholastic year. (Student with 504 handicapping condition may be exempt.)
2. Have not graduated from high school.
3. Are enrolled by the sixth class day of the current school year or have been in attendance for fifteen calendar days immediately preceding a varsity contest. The student shall attend the participant school he wishes to represent prior to the deadline for district certification or he will be ineligible for post-district competition in that sport.
4. Are full-time day students in a participant high school.
5. Initially enrolled in the ninth grade not more than four calendar years ago.
6. Are meeting academic standards required by state law.
7. Live with their parents inside the school district attendance zone their first year of attendance. (Parent residence applies to varsity athletic eligibility only.) When the parents do not reside inside the district attendance zone, the student could be eligible if; he has been in and continues attendance for at least one calendar year and has not enrolled at another school.
8. Have observed all provisions of the Awards Rule.
9. Have not represented a college in a contest.
10. Have not been recruited. (Does not apply to college recruiting as permitted by rules.)
11. Have not violated any provision of the summer camp rule. Incoming 10-12 grade students shall not attend a baseball, basketball, football, soccer or volleyball camp in which a 7-12 grade coach from their school district attendance zone works with, instructs, transports or registers that student in the camp. Students who will be in grades 7, 8 or 9 may attend one baseball, one basketball, one football, one soccer and one volleyball camp in which a coach from their school district attendance zone is employed, for

not more than six consecutive days each summer in each type of sports camp. Baseball, basketball, football, soccer, softball and volleyball camps where school personnel work with their own students may be held in June, July and August prior to the second Monday in August. If such camps are sponsored by school district personnel, they must be held within the boundaries of the school district and the superintendent or his designee shall approve the schedule of fees.

12. Did not change schools for athletic purposes.

13. Have observed all provisions of the Athletic Amateur Rule. Students may not accept money or other valuable consideration (items which are wearable, saleable or usable) 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.

GENERAL MIDDLE SCHOOL ELIGIBILITY REQUIREMENTS

Students are eligible to represent their school in interscholastic activities if they meet the following criteria:

1. Must be a full-time student in grade seven or eight at the school he or she represents.
 2. For seventh grade competition have not reached their 14th birthday on or before September 1.
 3. For eighth grade competition have not reached their 15th birthday on or before September 1.
 4. Are sixth grade students who will be too old to participate the following year, or a seventh grader who has a disability which delayed his or her education by at least one year. The sixth grade student must live within the attendance zone of the middle school at which he or she participates.
- Only seventh and eighth grade students who are too old to represent the eighth grade team may participate on the high school's sub-varsity athletic team, and then only if local rules permit.

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5. Have been in attendance and have passed the number of courses required by State Law and by rules of the State Board of Education.

6. Have not repeated the seventh or eighth grade for athletic purposes. Any student, who repeats the seventh or eighth grade for athletic purposes, shall be eligible for only two consecutive years in seventh and eighth grade competition, after the first enrollment in the seventh grade. A student held back one year in the seventh or eighth grade for athletic purposes shall lose his fourth year of eligibility after entering the ninth grade. A student held back for two years for athletic purposes shall lose his third and fourth year of eligibility after entering the ninth grade.

7. Have not changed schools for athletic purposes.

PHYSICAL EXAMINATION AND PARENTAL PERMISSION

All boys and girls in the competitive sports program must satisfy the district requirement in regard to the UIL Medical History and Physical Examination requirements. These must be kept on file in the **trainer's office at high school level and the principal's office at the middle school level. Parental Permission Forms** must be completed, signed and kept with the physical forms. **Emergency Cards must be signed and returned to head coach.**

SISD INJURY AND MEDICAL POLICY (Doc Estridge)

1. Each year the trainer will hold a workshop for all coaches on proper care of athletic injuries.
2. The head coach and trainer will see that proper training equipment is available at each practice and contest.
3. Each injury should be checked on matter how slight.
4. Coaches should advise parents if student needs professional medical assistance.
5. When possible, require injured players to watch practice.
6. Hot weather practice should have sufficient water breaks to restore lost body fluids.

7. Emergency cards for emergency admittance at the hospital should be available to the head coaches at all times.

8. A team physician should be present at all varsity football games.

9. All athletes must have a current physical examination on file before participating.

10. All athletes should be made aware of the district insurance program. The school district does not provide athletic injury insurance for its athletes. A policy will be made available by the District for you to purchase through the school insurance program, but it is not intended to take the place of any deductible. This policy pays only from a schedule.

11. All players must have written permission signed by parents before participating, and a parent permission slip should be kept on file in the head coach's office.

12. The Athletic Director should be made aware of all serious injuries.

SCHOLARSHIP REQUIREMENTS

Coaches Role- Constant attention is necessary to remain current in regard to academic eligibility of athletes. It is not only necessary to constantly remind and encourage athletes to achieve the highest possible grade that they are capable of acquiring, but necessary to be familiar with the number of acquired credits of previous years. It is the responsibility of the coach to make the athletes aware of the aforementioned standards. Ignorance on the part of an athlete or coach concerning academic achievement is no excuse. Violation of a rule on the part of an athlete or coach can result in suspension of a school form UIL activities. A student who is retained for competitive purposes in the seventh grade or eighth grade may lose a year of athletic eligibility in high school.

Grade Checks

Students should be constantly monitored and checked for eligibility do grades.

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No-Pass No-Play Rule

See UIL Eligibility Rules page concerning No Pass-No Play rules and regulations

INJURIES

All injuries should be reported to the coach or trainer. If a student suffers an injury that requires the care of a physician the student must have a release from their physician before resuming practice or competition.

DENIAL OF PARTICIPATION

The head coach should notify a student who will be denied participation on a team. The head coach should make the student aware of the reason for the denial participation and the student's parents should also be notified.

TEAM GUIDELINES & ORGANIZATION

SEASON PLANNING

PRE-SEASON CHECKLIST

- _____ 1. Athletic Handbook for Athletes
- _____ 2. UIL Eligibility form complete: All Signatures sent to District Executive Chairman
- _____ 3. All required paperwork properly signed and on file
 - Physical form
 - Emergency cards
 - Insurance notification
 - SISD UIL Athletic Participation Form Completed
 - SISD Athletic Code of Conduct
- _____ 4. Schedule – submitted to and signed by Athletic Coordinator, Principal and Athletic Director. Overnight trips must be approved when schedules are submitted to Principal and Athletic Coordinator.
- _____ 5. Transportation Requests – Submit request for **all** events
- _____ 6. Prepare roster for travel itinerary. Must include: ID numbers, phone numbers, and class.
- _____ 7. Check practice area and equipment to be certain it is ready for use.

- _____ 8. Meet with parents
- _____ 9. Issue Equipment

SCHEDULING – HIGH SCHOOL

Strict adherence to Shepherd ISD Board policy is prerequisite before any scheduling may take place. All head high school coaches of each sport will schedule games for all teams of their sport at their school. (See Student Travel III C. Overnight Trips)

Games should be scheduled within a 75-mile radius of Shepherd. Teams wishing to schedule games outside of the 100-mile radius will be required to pay for all costs related to that trip. Prior to the first game, the athletic coordinator, the principal and athletic director of the respective school scheduled, shall approve a complete schedule of competition for each team in each sport. It shall be the joint responsibility of the coach for each sport and the athletic coordinator to develop the schedule and submit it to the athletic director for their approval. Schedules will not be approved that do not conform to the provisions of the annual budget, rules and regulations of the UIL, policies and administrative regulations of the Shepherd Independent School District, and that are not in the best interest of the student participants and the total athletic program. Once approved, schedules for all teams should be typed and emailed to the Athletic Secretary in order to be posted on the district calendar and website.

Middle School scheduling will be the responsibility of the Middle School head coaches along with Middle School athletic coordinator. Final approval is required from the Athletic Director.

Schedules for middle school will be developed through the athletic office and distributed before the end of the current school year.

CONTESTS DURING THE SCHOOL WEEK

According to the State Board of Education mandates, students may only participate in one contest per activity during the school week.

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Exception: District varsity contests postponed due to weather or public disaster may also be scheduled during the school week, but must be rescheduled and played within seven days of the postponement in order to be played as an exception. Post-season competition may also be scheduled as an exception to the one contest during the school week. **School week** means the week beginning at 12:01 AM on the first instructional day of a calendar week and ends at the close of instruction on the last instructional day of the calendar week, excluding holidays. Post-District play means competition in UIL play-off series or contests such as --Bi-District, Area, Regional, etc.

PRACTICE TIME

According to the State Board of Education, practice time outside the school day is limited to eight hours per school week per activity from Monday 12:01 AM through the end of the school day Friday. (This does not include travel time to games/matches scheduled during the school week. See definition of school week above.)

GAME CANCELLATION AND/OR SCHEDULE CHANGES

Changes or rescheduling should not occur unless cleared through the Athletic Office.

Where rescheduling of games or sites is necessary, all involved administrators and coaches will be advised prior to the event.

2. LINE OF COMMUNICATION FOR GAME CANCELLATION AND/OR RESCHEDULING

Cancellation of games rests with the Athletic Office first. If any of the above situations occur, the following lines of communication are to be followed to correct the situation whether it is the rescheduling of an activity, the canceling of an activity, or both.

a. When any environmental conditions interpreted by the Athletic Office as being hazardous to the health and well-being of our participants occurs, the Athletic Office will contact the appropriate school offices, notify them of the

cancellation and of the rescheduling (if necessary) of the activity.

b. If, on any campus, some unforeseen problem occurs that would affect the playing of any game (example, a water line breaking in the middle of the football field), the Campus Athletic Coordinator will call the Athletic Office notifying them of the situation. The Athletic Office will then investigate the overall situation in regards to whether or not the game site can be changed and if the game may still be played or canceled and rescheduled at a later date.

c. Coaches must always keep the school administrator and the Athletic Office informed of any schedule problems or changes.

GAME REPORTING

REPORT FORMS-FOOTBALL

1. **Weekly Game Report.** Two copies are to be made, one copy to the district chairman each week, and one copy remains on file at the home school. Do not mail the game report to the UIL office. These forms are to be used by the district chairman and the local school. **Forms found on UIL Website.** These should be sent to the AD, Miles Robison and the DEC of each district immediately following the game or by 8am the following morning. Failure to do so in timely manner could result in forfeiture of the contest.

2. **SISD Game Report.** The SISD Game Report form is to be filled out completely and turned into the district athletic secretary by 3:00 p.m. the day following a contest or event. **(Miles Robison and Sammie Enloe)**

ALL SPORTS

1. When SISD schools are playing on-campus contests, the home team has the responsibility of notifying the newspapers. Likewise, on all out-of-town trips, all scores and results need to be called into the local media as soon as possible.

2. **SISD Game Report.** The SISD Game Report form is to be filled out completely and turned into the

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district athletic secretary by 3:00 p.m. the day following a contest or event. **(Mrs. Enloe)**

Pre-season newspaper questionnaire, weekly statistical reports, all-tournament results, and any other information requested by the media needs to be forwarded as soon as possible.

SQUAD SELECTION

The SISD Athletic Department does not endorse player cuts but realizes that there are certain sports where cuts are necessary due to game management. **If needed, and resources are available, additional teams (ie. "B/C" teams) will be created to accommodate student-athletes.**

Cutting athletes is seldom a pleasant experience, but should be done in the most compassionate manner possible. Care and consideration should be given to the feelings of each athlete. Coaches should not simply post a list of players making the team without talking to the athletes. The athletes being cut should be informed as to the reason for being cut; (facilities, equipment and personnel) and alternate programs available. Be sensitive to the young person's feelings.

1. Procedure

a) When a squad cut becomes a necessity, the coach should talk with each player individually. Athletes should be personally informed of the cut by the coach and the reason for the action.

b) Cut lists are not to be posted.

c) Coaches will discuss alternative possibilities for participation in the sport, or other areas of the activities program.

d) If a coach anticipates difficulties arising as a result of squad selection, he/she should discuss the situation with the athletic coordinator.

POST SEASON CHECKLIST

_____ 1. All equipment collected, cleaned, and properly stored.

_____ 2. End of season report is complete and on file in the athletic office.

_____ 3. Medicine kit is clean and re-stocked for the next season.

_____ 4. Team room is clean. All players have removed locks and cleaned out lockers.

_____ 5. Athletes who have not turned in their equipment have been contacted.

_____ 6. Written evaluations for assistant coaches submitted.

_____ 7. Athletes who lettered have been informed of dates for measuring of jackets.

_____ 6. Written offseason schedule

PARTICIPATION OF STUDENT-ATHLETES IN MULTIPLE SPORTS

SISD Athletic Department policy allows and encourages a student/athlete to compete in multiple sports as long as the student/athlete can abide by all team rules and regulations. No coach shall discourage any athlete from participating in multiple sports.

A student/athlete who decides to quit one sport and enter another will be ineligible for participation in another sport until the end of the season for the sport for which they have quit, unless the head coaches of both sports mutually agree to the student/athlete's participation. A student/athlete quitting a sport after the first contest will forfeit any award for that sport. The student is also required to complete an **Athletics Voluntary Resignation Form.**

PRACTICE GUIDELINES AND RESTRICTIONS GUIDELINES

1. Participant requirements prior to first practice:
a) All eligibility requirements have been satisfied.

b) Completed physical examination form.

c) Completed emergency medical cards.

d) Completed parent-athlete responsibility acknowledgement forms.

2. Practice Policies

a) Practice sessions should be well planned and well structured.

b) Coaches and managers should be the first to arrive and the last to leave the practice

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sessions. At no time are athletes to practice without supervision.

c) 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.

GAME AND PRACTICE RESTRICTIONS STATE BOARD OF EDUCATION RULES EXTRACURRICULAR ACTIVITY DEFINED

An extracurricular activity is an activity sponsored by the University Interscholastic League (UIL), the school district board of trustees, or an organization sanctioned by resolution of the board of trustees. The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum. Extracurricular activities include, but are not limited to, public performances, contests, demonstrations, displays, and club activities. In addition, an activity shall be subject to the provisions for an extracurricular activity if any one of the following criteria applies:

- a) The activity is competitive;
- b) The activity is held in conjunction with another activity that is considered to be extracurricular;
- c) The activity is held off campus, except in a case which adequate facilities do not exist on campus;
- d) The general public is invited; or
- e) An admission is charged.

3. TAKS 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 Texas Assessment of Knowledge Skills (TAKS) test is scheduled for Grades 3-12. The commissioner of education may grant a modified test schedule or an exception to this provision for a school with extenuating circumstances. Any exception granted to the provision shall be reported to the State Board of Education (SBOE).

4. 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. The Board must approve proposed exceptions. *See activity definition.

5. PRACTICE DURING FINAL EXAMS AND TAKS TESTING

TAKS intervention takes priority over practice. SISD Policy regarding practice during the TAKS testing period; all athletic practices will end by 5:30 p.m. and students must be off campus by 6:00 p.m. on the day prior to a TAKS testing day. Practice during the week of final exams shall be limited to teams whose sport is in season and must conclude by 5:30 p.m. the day before an exam.

INCLEMENT WEATHER GUIDELINES

Coaches, school administrators and officials are reminded that participant safety is and must remain more important than any other consideration. If a thunderstorm is likely, the SISD lightning policy should be implemented without hesitation. The following is an overview of procedures to follow:
Travel to the Contest:
Listen to the weather reports; be aware of the possibility of storms that may form near the game area.

At the Site, Prior to the Contest:

Discuss the potential for thunderstorms and lightning with the site administrator, officials and coaches.

Review the lightning policy, including the location of the closest "safe shelter" maintaining a designated spotter, and choosing a method for notifying all the affected parties of suspension of the game.

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Know the Flash-to-Bang Method:

If a lightning detector is not available, coaches should be familiar with the Flash-to-Bang method. When you see the flash of lightning, count the seconds that pass until you hear the bang of thunder. Divide the number of seconds by five for the distance in miles between you and the lightning. For example, see the flash, count 20 seconds until the bang, divide by five, and you know that lightning is four miles away. This means that you are in danger.

When the Thunderstorm Develops:

Estimate the lightning's location using the flash-to-bang method or using the trainer's lightning meter. Determine whether the storm is approaching your position (e.g. check wind direction, etc.) Take action allowing sufficient time to reach safe shelter. Broadcast pre-planned messages to spectators, identify safe shelter and follow precautionary procedures.

If Lightning is nearby:

Suspend play and direct participants to go to the designated safe shelter.

Never stand under or near a tree; stay away from utility poles and light poles, antennas, towers, metal bleachers, and underground watering and electrical systems.

If precautions have been ignored or it is impossible to go inside, crouch on the balls of your feet with your head down keeping your feet close together. Do not lie flat.

When to Resume Play:

Wait a minimum of 30 minutes after the last flash before resuming play.

HEAT PLAN (Doc Estridge)

The Shepherd ISD Heat Plan is a four-part plan. Each part is important to insure that the athletes in the Shepherd ISD are protected from the problems that can arise as coaches and athletes begin workouts during the hot summer months of August and September. The four parts are

Education, Acclimation, Hydration, and Monitoring of Athletes for heat related problems. Heat not only affects the performance of athletes but can also affect their health.

The information contained in this plan was provided in part by Dr. Robert Murray, Ph.D., FACSM, and Director of the Gatorade Sports Science Institute in Barrington, IL.

Part I: Education

Educating athletes to the need of how to best take care of themselves during hot weather workouts are only one part of the education needed to properly care for athletes. Coaches should educate themselves to stay abreast of all the latest information available concerning heat related problems among athletes. Coaches should also help educate parents and others about their roles in helping to prevent heat related problems in athletes.

Heat Indexes and Psychrometers

All coaches should have a digital psychrometer and heat index, on their campus. These devices should be used to aide in determining atmospheric conditions, which can increase the danger of heat related problems in athletes.

While the index can aide coaches in identifying unfavorable conditions, coaches should remember that the heat index was developed for industry, and does not take into consideration the football uniform. The uniform can worsen the effects of unfavorable heat conditions and

should be taken into consideration when determining the duration and intensity of practice, as well as the frequency of water breaks.

Coaches should always be aware of symptoms of heat illnesses; which are as follows:

IN OTHERS

Irritability
Confusion
Belligerence
Hyperventilation
Refusal to Drink
Staggering

IN YOURSELF

Headache
Dizziness
Unusual Fatigue
Heat Flush
Paradoxical Chills
Tingling Fingers

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Ten tips coaches should know:

- Helmet and Jersey off whenever possible
- Easy access to water and electrolyte replacement drinks
- Gradually increase intensity and duration of workouts
- Gradually add equipment
- Use shade during breaks
- Quick access too cold towels and or cooling tubs
- Pre and post-practice weigh ins
- No prove yourself drills in the heat
- Closely monitor "At Risk" or poorly conditioned players

PART II: ACCLIMATION

All Athletes should undergo a period of acclimation to help reduce the negative effects of heat during hot weather workouts.

Pre-season Football workouts should begin with at least four days of workouts in shorts, T-shirts, and helmets. Helmets should be removed frequently during the first workouts of the season and on any day that heat conditions are severe. Sports, which normally do not work outside, should remember that athletes who leave gyms for outdoor workouts **must** get acclimated to the weather. During the early part of the season, athletes should weigh themselves before and after practice to determine the amount of weight loss during practice. **Remember..."Weight loss during practice IS water loss – weight loss over a period of time is fat loss."** Athletes should replace the amount of fluid lost in practice before the next practice.

Students who report, after summer practices begin need to go through the same acclimation process as athletes that begin the first day. Coaches should make sure athletes who report after the first day of workouts, during hot weather are properly acclimated before being allowed to participate in full pads, and at the same intensity as other acclimated athletes.

Benefits of Heat Acclimation:

- Better drinking habits
- More body water
- More blood

- Lower heart rate
- More blood to skin
- Sweat sooner
- Sweat more
- Sweat more widely
- Sweat less salty
- Better heart output
- Stay cooler

Part III: Hydration

Proper hydration is essential in protecting athletes and maximizing their performance during hot weather. Dehydrated players heat up faster and lose the benefits of acclimation. Coaches should make fluids available at all times during practice and should monitor athletes to make sure they are consuming enough fluids. Some athletes may lose more than three quarts of sweat per hour during the hot and humid weather. The more an athlete sweats, the more susceptible they are to dehydration. Sweat loss leads to dehydration, fatigue, cramps, heat intolerance, and slow recovery. Athletes need to consume more than the eight cups of water per day normally recommended for proper hydration. Some will need several quarts to replace fluids lost during workouts.

Don't rely on thirst

Thirst kicks in too late and shuts off too early. Thirst usually occurs when athletes have already begun to dehydrate. Athletes should drink 20oz. of fluids within an hour or two before practice or games. Drink regularly during practice and games to minimize weight loss. Salt is not an enemy – athletes should use salt on food during meals.

OFF-SEASON REGULATIONS

Each SISD head coach is responsible for the success of their program. One of the single most important aspects of success in an athletic program is having a quality off-season program. Each SISD head coach will operate a quality off-season program in regard to their sport.

(1) **Team Practice.** School teams shall be prohibited from practicing team skills before or

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after school except during the specified practice dates and during the one allowable period during the school day.

(2) **Powerlifting.** It is a violation for power lifting teams to be limited to athletes or to be required as part of an athlete's off-season program.

(3) **Off-Season Participation.** Varsity or non-varsity athletes shall not be required to participate in an off-season program on the day of an in-season competition.

(4) **Practice Regulations Outside the School Year.** Any practice conducted by a school team outside the school year must be in accordance with the following regulations. (Football and Volleyball must also adhere to UIL beginning and ending dates.)

a. Student athletes shall not engage in more than three hours of practice activities on those days during which one practice is conducted.

b. Student athletes shall not engage in more than five hours of practice activities on those days during which more than one practice is conducted.

c. The maximum length of any single practice session shall be three hours.

d. On days when more than one practice is conducted, there shall be, at a minimum, one hour of rest/recovery time between the end of one practice and the beginning of the next practice.

(5) **Participation Requirement.** Students shall not be required to participate in one school sport as a prerequisite for participation in another school sport.

(6) **Policies.** Written school policies for use of facilities during the off-season, outside the school day, and during the summer months should be approved by the school administration and dispersed to all staff and students.

(7) **Off-Season Period Limits.** Off-season activities are limited to one regular classroom period (max. 60 minutes) per day within which all suiting out, relating activity, and redressing must occur.

RESTRICTIONS

Sundays

No member school shall sponsor individuals or teams in any practice or school competition on a Sunday in a League athletic or a contest similar to one offered by the League.

Note: Regional or state tournament directors may schedule postponed or weather delayed regional or state contests on Sunday afternoon or evening with prior approval of the participating schools and with prior permission from the UIL Athletic Staff. Golf Exception: If the regional and/or state golf tournaments are scheduled on a Monday, the one 18-hole practice round allowed at the regional and/or state tournament site may be played on the Sunday afternoon preceding the meet if permitted by the regional or state spring meet director general. Tennis Exception: If the regional and/or state tennis tournaments are scheduled on a Monday, participants may be accompanied to or transported to a tennis court on Sunday by the school coach to allow the athletes to stretch and hit in preparation for the tournament. The regional or state meet director general must give prior permission to use the courts.

Holiday Restriction

No school facilities, personnel or equipment may be used during five consecutive holiday days, to include December 24, 25, and 26. Travel is permitted on December 26, if a morning tournament game is scheduled on December 27. Suggested activities or directions by school personnel will be a violation of this regulation. Different teams in a school (girls' basketball versus boys' basketball) may select different five consecutive day periods for this moratorium.

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NON-SCHOOL PARTICIPATION

OFF-SEASON PARTICIPATION IN NON-SCHOOL TEAM SPORTS.

1. School coaches shall not coach students from their own attendance zone on a non-school team, with the exception of their own adopted or birth children.
2. School equipment shall not be used for non-school teams/leagues.
3. A student can participate on a non-school team while participating on a school team of the same sport. However, missing a school event to participate in a non-school event will count as an unexcused absence.

COACHING RESTRICTIONS. For non-school competition before and after the school season, school coaches may assist in organizing, selecting players and coaches, and supervising facilities. School coaches shall not coach or instruct students from their school district attendance zone. School coaches shall not be involved with these non-school activities on school time.

OFF-SEASON SCHOOL FACILITY USE. Athletes may attend open gyms, facilities, and weight rooms. School personnel shall make every effort to see that students understand that participation is strictly voluntary and never required. Participation shall not be a prerequisite for trying out for a school team. Coaches may be present to supervise the facilities. They shall not provide specific instruction in sport skills. Weight lifting instruction is permitted and progress charts may be kept.

BASEBALL, BASKETBALL, FOOTBALL, SOFTBALL, AND VOLLEYBALL CAMPS WHERE SCHOOL PERSONNEL WORK WITH THEIR OWN STUDENTS.

In June, July, and August, on non-school days prior to the second Monday in August, all students other than students who will be in their second, third, or fourth, year of high school may attend one camp in each team sport, held within the boundaries of their school district, in which instruction is given in that team sport, and in

which a 7th-12th grade coach from their school district attendance zone works with them, under the following conditions:

1. Number of Days. Attendance at each type of sports camp is limited to no more than six consecutive days.
2. Prohibited Activities. Students shall not attend football camps where contact activities are permitted.
3. Fees. The superintendent or a designee shall approve the schedule of fees prior to the announcement or release of any information about the camp. Section 20.53 (f) of the Texas Education Code requires school districts to adopt procedures for waiving fees charged for participation if a student is unable to pay the fee, and the procedures must be made known to the public. Fees for all other students shall be paid by the students and/or their parents.
4. School Equipment: Schools may furnish, in accordance with local school district policies, school-owned equipment, with the following restrictions.
5. Schools may not furnish any individual baseball, basketball, football, softball, or volleyball player equipment including uniforms, shoes, caps, gloves, etc., but may furnish balls and court equipment including nets, standards, goals, etc., for volleyball.

SUMMER STRENGTH/CONDITIONING

PROGRAMS: Summer strength and conditioning programs may be conducted by school coaches for students in grades 7-12 from that coach's attendance zone only under the following conditions.

1. Sessions may be conducted by school coaches only on Monday through Thursday of each week from the first day of summer vacation through the fourth Thursday in July and shall be no more than two consecutive hours per day.
2. A student shall attend no more than one two-hour session (conducted by a school coach) per day. Schools must take administrative care to prohibit an athlete from working with one school coach for two hours and a separate school for another two hours.

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3. Sessions conducted by school coaches shall include only students who are incoming seventh graders or above.
4. Sessions shall include only strength and conditioning instruction and exercises. Sport specific skill instruction is prohibited. Sports specific equipment (balls, dummies, spacer dummies, sleds, contact equipment) is prohibited. Specific groupings of athletes by sport or position is prohibited.
5. Attendance shall be voluntary. Coaches shall not require athletes to attend in order to try out for or participate in any UIL sport. Attendance records shall be kept, however students shall not be required or allowed to make up missed days. Students may work out on their own, without direction of the school coach.
6. Fees, if any, shall be established and approved by the superintendent and collected by the school. The Texas Education Code requires school districts to adopt procedures for waiving fees charged for participation if a student is unable to pay the fee, and the procedures must be made known to the public. Fees for all other students shall be paid by the students and/or their parents.
7. Any payment for conducting strength and conditioning sessions to school coaches who instruct students from their attendance zone shall be from the school and no other source.

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. An exception may be made under certain conditions. The only exception for alternative travel will require the student's parent or guardian to complete an **alternative transportation form** and submit the form to the head 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 should discourage transportation in private vehicles. Coaches should not encourage or allow students to ride to and from contest or practices with other students.

All travel and bus requests should be made at least three weeks in advance of any trip. (Coaches are encouraged to file bus requests before the season starts.) Coaches should teach athletes to respect property (buses, etc.). Strive to return the team home as soon as possible.

Use of Private Vehicle

All private transportation must:

- a) Have licensed driver;
- b) Car must have proof of liability insurance;
- c) Be supervised by a coach.

All students being transported in private cars must fill out an **alternative transportation form** and have the request from parents on file with the head coach.

All athletes travel and return with the team unless previous arrangements have been made to do otherwise. (This should be strongly discouraged.) **Carry alternate student travel forms with you to all events.**

Owner assumes all liability in private vehicles.

Athletes must dress properly on all trips. Coaches must monitor athletes' behavior while traveling to and from events.

After a trip, coaches do not leave school until all students have departed.

BUS REQUEST

Bus requests should be in the Athletic Director's office three weeks prior to the event.

1. Obtain requests from the athletic secretary
2. Fill out the form completely, with budget codes that the athletic secretary can supply.
3. Include any tournament brackets with the request.
4. It is advisable to fill out **all** requests prior to the first contest.
5. Deliver all requests to the Athletic Coordinator.

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MIDDLE SCHOOL AND HIGH SCHOOL DEPOSITING PROCEDURES (Barbie Voncamp)

OVERNIGHT TRIPS

See District Policy regard overnight trips. This requires Superintendent and Board approval.

BEYOND DISTRICT TRAVEL (PLAYOFFS)

Beyond district is for any team or individual that advances to the state playoffs by qualifying during district play. This does not include qualifiers or warm-up games.

The **Beyond District Travel Form** will be filled out by the Campus Athletic Coordinator.

Transportation Request must be filled out as soon as the team qualifies for the next level of competition.

All expenses for beyond district travel should be requested from campus athletic secretary.

The forms must be approved by the athletic director prior to receiving funds.

STUDENT TRAVEL CHECKLIST

CHECKLIST

- Itinerary on file with athletic coordinator and principal
- All medical release forms (Emergency Care Cards)
- All alternative transportation forms (emergency use only)
- Training Kit
- All necessary equipment
- Money for meals and overnight trips where applicable
- All necessary tax-exempt forms

LOST EQUIPMENT

Students who lose equipment are required to pay for the cost of the lost items. This money should be deposited in a **Lost Equipment Account** on the school campus. At the end of the year a check should be sent to the athletic office for the amount of the money that was deposited in the Lost Equipment account.

Step One:

Fill out the cash tally sheet.

Top portion is for currency; bottom portion is for coin.

Sign at "Deposit Prepared by:"

At "Deposit Verified by:" please have another individual count currency and coin for verification and sign.

Add currency, coin and checks (if you have any) and write in total at bottom.

Step Two:

Fill out deposit slip.

Write in the currency total only under "currency" at the top of the deposit slip.

Write in the coin total only under "coin" at the top of the deposit slip.

List each check separately under the check portion of the deposit slip.

Add currency, coin and checks and write in the total at the bottom.

Step Three:

Fill out the Armored Transport bag.

At "customer name" write in SISD.

At "store/location" write in your campus name.

In appropriate boxes, write in the cash, check and total amounts.

Step Four:

Fill the bag.

Place cash tally sheet, currency and coin in the left hand side of the deposit bag.

Place all checks and white copy deposit slip in the right side of the deposit bag. Even if you have no checks, the deposit slip is placed in the right side separately from cash. Only one deposit per bag.

Seal bag.

Step Five:

Send the *original* gate ticket sales report along with other required reports to the Athletic Office.

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***** IN ACCORDANCE WITH DISTRICT POLICY
DEPOSITS ARE TO BE MADE ON A DAILY BASIS

FUND RAISING

All fund raising must comply with the SISD policies governing these types of activities. All athletic fund raisers must be approved by the principal, superintendent and athletic director. Approval forms must be on file with the campus principal's secretary and a recap must be on file at the close of the fund raiser.

PUBLIC RELATIONS

ROLE OF THE COACH IN PUBLIC RELATIONS

Each coach is a representative of the Shepherd Independent School District Athletic Department. Each Head Coach is responsible for promoting his/her program within the guidelines of the U.I.L. and the Shepherd Independent School District school policy. **Any unusual public relations promotions must be approved by the Athletic Director.**

It is the personal responsibility of a coach to maintain good relations with the faculty, parents and general public, as well as create a favorable picture of the athletic program. The coach should maintain a close relationship with parents and never hesitate to confer with them on subjects involving their child.

All coaches are expected to conduct themselves in a professional manner when dealing with athletes and parents.

PROFESSIONAL RELATIONSHIPS

Coaches are responsible for fostering good relations with the athletes they coach first. Good relations with athletes will help each coach establish a good relationship with parents, faculty and administration. Coaches should always keep a professional relationship with the athletes they coach. Treat athletes with dignity and respect and expect them to treat coaches and other adults in the same manner. The use of abusive language or actions in practice, games, or elsewhere in

dealing with athletes, is never acceptable. The use of profanity by coaches is not acceptable.

CONTROLLING EMOTIONS

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

MEALS FOR ATHLETES:

Schools may purchase meals for student athletes in the local community provided the meal is in conjunction with competition scheduled away from the home school. Must follow all UIL rules regarding Meals for Athletes.

BOOSTER CLUB SCHOLARSHIPS

Funds generated by booster clubs should be used for enhancement of the entire program the booster club represents. These funds should generally not be used for the good of any one individual but for the program as a whole. If a booster club wishes to provide funds for a scholarship for an individual student or students, the guidelines for awarding the scholarship should be outlined in the booster club constitution or bylaws. The amount of the scholarship should be predetermined and not to dispose of leftover funds. Booster club scholarships should comply with the following guidelines.

1. A set of criteria outlining the qualification the applicant must have to be considered for the scholarship.
2. Some type of application form outlining the applicant's qualifications.
3. The scholarship winner should be determined by a committee or a panel. Members of the panel should not be parents of applicants. The panel should be decided before the application process begins.
4. The athletic booster club scholarships should be approved by the principal and the athletic coordinator.

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MEDIA RELATIONS/MEDIA RELEASE

The head coach of each sport should be the one to release all information regarding their respective team and its opponents. Every effort should be made to cooperate with the news media. Some sub-varsity football, golf, basketball, track, baseball, swimming, tennis, soccer and volleyball coaches may have to call the news media and report detailed information about the game or meet. Many times the news media is unable to have a reporter at all of these activities. Calls should be made as early as possible after the event.

All information regarding the school district's policies concerning the athletic program and personnel should be released through the office of the athletic director.

After each contest, coaches should fill out an **individual game report** and make it available to the news media.

COMMUNICATION WITH PARENTS

Every sport will conduct a pre-season parent meeting that will be coordinated with the Athletic Director. This meeting will be held before the start of that respective sports first contest. The Shepherd ISD Athletic Department and the Campus Athletic Coordinators must be informed of the parent meeting and then the facility must be cleared through the Athletic Director. The purpose of your parent meeting is to address some of the below listed issues.

Provide the opportunity for the parents of your athletes to meet you and your staff in a social environment. This will allow the parent to see and talk with you away from the court or field.

You will have the opportunity to meet the parents of your athletes and get to know them other than someone who sits in the stands at your contests.

Allow you to present your program to the parents. Parents need to have a clear understanding of what your program consists of

and what your expectations of their sons/daughters are.

Allow parents to ask questions regarding organizational and administrative procedures and policies regarding your program or the entire Athletic Program.

To use this meeting to disperse any program or Athletic Department information that needs to go out to the parents.

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

The staff members who should be in attendance are:

You and your staff
Athletic Trainer or Assistant Athletic Trainer
Campus Coordinator
Inform your Campus Principal of your meeting
A Booster Club Representative

Contacting Parents Regarding Pre-Season Parent Meeting

It is up to the Head Coach to make sure you contact all parents and let them know time/date and place of meeting, along with what they need to bring either by sending an email or a mailing letter home to the parents. You will provide the Campus Athletic Coordinator and Athletic Director with a copy of your letter prior to sending it out.

Agenda Items for Parent Meeting

1. The Head Coach as well as the Assistant Coaches of that sport should attend and provide an agenda for the meeting. The Head Coach must also provide a sign-in sheet for the parents, which must be kept on file along with the agenda.

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2. Athletic Trainer or the designee should present information on insurance, the campus treatment policy, training room hours, supplemental insurance, and Dr. notes.

- a. Introduce Staff
- b. Coaching Philosophy / Team's style of play / New rules of sport
- c. Game schedules, cyber sports program, Directions, Game changes
- d. Practice schedules and times, length of practices and games, criteria for being selected on squad
- e. Coaches email addresses / conference periods / SISD Athletic Website
- f. Any other important phone numbers
- g. Sportsmanship expectations for athletes and fans, UIL Parent Manual
- h. Philosophy regarding multiple sport participation
- i. Athletic award policy
- j. Equipment loss
- k. Grading procedures / Academic expectations
- l. College Prospect Information
- m. Strength and condition program
- n. Meals
- o. Let Booster Club make a presentation
- p. Videotaping
- q. You will provide a handout for the following items:
 - Athletic Department Objectives
 - Athletic Code of Conduct
 - Eligibility
 - Student Travel Release Form and/or Permission for Student/Parent Provided Transportation
 - Parent Brochure
- r. Conclusion of meeting
- s. Invite any questions or comments from the floor
- t. Dismiss on a cordial note

ATHLETIC EQUIPMENT & FACILITIES

ISSUING ATHLETIC EQUIPMENT

Each head coach is directly responsible for the care and control of equipment used in their program.

1. The head coach should establish a control system using "Player Equipment Information Cards", or other written information system. The coach retains the information for the end of the season equipment check-in.
2. Coaches should carefully consider the selection of all student equipment managers and thoroughly explain their duties.
3. The head coach, although they may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the security of athletic equipment issued to all team personnel. The coach who issues equipment must have the knowledge required to ensure proper fitting of equipment.
4. Players are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
5. 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.
6. Periodically, coaches shall inspect equipment and facilities during the season.
 - a) Helmets, bats, nets, supporting poles, etc., may break or deteriorate and become unsafe during the course of the year.
 - b) Deactivate unsafe or defective equipment.
 - c) Facility hazards should be reported to the athletic administrator immediately.
 - d) All general equipment used by more than one sport (speed ladders, pylons, etc.) will be stored in a specific area. Always return equipment to this area promptly for others to use.

USE OF 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 administrator.

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1. Athletic department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches.

At no time are athletes to wear school-issued equipment or uniforms for:

- a) Work or job
- b) Socially
- c) School wear

2. In sports where athletes personally buy a portion of their practice or game uniforms, these may be worn at the discretion of the athlete.

3. School district athletic equipment will not be loaned to outside groups except with the approval of the athletic administrator in unusual circumstances.

a) Approval will be received through the office of the administrator of athletics who will notify the coach in writing each time this occurs.

b) For liability reasons, use of school equipment by non-school groups is discouraged.

COLLECTION AND STORAGE OF EQUIPMENT

Coaches are responsible for collecting all equipment which is issued to players during the year. When equipment is collected immediately after the season, more of it is returned with less effort. In fact, coaches are encouraged to collect uniforms and other equipment on the day directly after their last contest.

COLLECTION

1. The head coach or trainer shall supervise the collection, inventory and storage of all equipment issued within their sports program.

2. As athletes turn in their equipment, it should be checked off of their equipment information card or sheet.

3. If any equipment is lost or has abnormal usage, the athlete will be charged replacement costs.

STORAGE

1. Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the program's designated storage area.

a) No equipment is to be discarded without the approval of the campus coordinator.

b) Equipment to be repaired or reconditioned shall be marked appropriately and stored.

c) Make sure that all clothing equipment (game and practice uniform) is either laundered or dry cleaned prior to storage.

2. The head coach shall turn in their equipment inventory with the next year's bid request two weeks after the last contest.

a) The inventory report form is on-line.

b) Equipment should be kept clean, repaired and in a secure area when not in use.

GUIDE TO INVENTORY

Head coach will be responsible for the care, issuing and storage of athletic equipment and uniforms for their programs.

1. The head coach shall maintain records on Equipment Uniform "Check Out" sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.

2. All equipment and uniforms that are no longer serviceable will be noted on Inventory Report and subsequently destroyed.

3. During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.

FACILITY USE

PHILOSOPHY

While ensuring fiscal responsibility with district resources, SISD facilities will be used to enhance community involvement with public education. Facilities are primarily for student use, but may be used by others after school hours. First consideration will be given to students, district staff, and other groups that provide direct support for SISD students.

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FACILITY USE

SISD facilities are reserved 24 hours per day, 365 days a year by the Superintendent of Schools for student use. Facilities may be released by the superintendent by designee for appropriate use by other organizations as determined by the administration according to the provisions of Board Policy.

MANAGEMENT

The superintendent will determine a designee to supervise the management of district facility use.

SCHEDULING

1. Facility use request forms must be submitted at least two (2) weeks prior to the schedule event.
2. Requests submitted by outside groups do not automatically ensure full heating or cooling services.
3. The administrator in charge of facility usage may require the use of an area of the building other than that requested by the group.

SECURITY

At the district's discretion, any outside group may be required to pay for a facility supervisor to be on sight and provide a security officer during the scheduled event. Custodians will not be considered facility supervisors.

FEES

1. All outside groups will be required to pay for SISD custodian services.
2. Fees related to facility usage must accompany the facility use request form.
3. Fees for damages will be assessed and may result in loss of further use of district facilities.

ATHLETIC FACILITIES

Use of all game fields, gyms, field houses, or tennis courts by non-school related groups must be approved by the campus principal, athletic coordinator and district athletic director prior to applying for facility use.

Open or unfenced district playgrounds, tracks, tennis courts, and practice fields are open to the public on a first-come, first-serve basis, as

long as such use does not conflict with use by district athletic teams or school-related groups.

1. Outdoor facilities are subject to closure to the public for maintenance or at times when public use is causing abnormal wear and tear on the facility. Facilities also may be closed in the event of repeated vandalism.

2. Tennis courts will be lighted at the discretion of the campus coach or Administrators.

3. Baseball & Softball fields will be closed for use by non-school teams from the beginning of the school year until the end of the high school season. Summer teams that serve as feeder programs for the SISD baseball teams will be allowed to use the baseball & softball fields. All use other than by these teams will require permission from the baseball coach, campus athletic coordinator, and the district athletic director.

4. Game fields located on school campuses may be rented to non-school groups provided use will not cause abnormal wear on fields. A school employee must be present at all non-school activities scheduled on all campus game fields.

CONTEST MANAGEMENT

CAMPUS BASED CONTEST MANAGEMENT

GATE BOX (Cheryl Ballard)

A gate box is required at all home contests. The business office is responsible to ensure that the gate box is ready for the gatekeeper at least one half hour before the contest. The gate box must include start up money (\$50 - \$100), tickets (adult & student), pen or pencil, Home Contest Report & Gate Ticket Sales Report. The business office, prior to the contest should fill out these reports. Both adult and student ticket colors should change with each home contest.

SHEPHERD PIRATES

Ticket prices for all SISD home contests are as follows:

(Excluding Varsity Football)

High Schools \$4.00 Adults \$2.00 Students

Middle Schools \$3.00 Adults \$1.00 Students

GATEKEEPERS

A gatekeeper is required at all home contests. The athletic secretary will secure a gatekeeper for all home games.

The duties and responsibilities of the gatekeeper are as follows:

1. Arrive at least one half hour before each contest.
2. Get gate box from head coach, assistant coach, or administrator on duty.
3. Sign in on **Home Contest Report**.
4. Make sure all clock and book workers sign the Home Contest Report.
5. Set up in designated area for ticket sales. This should be in an area which you can be easily seen by those attending the game.
6. Sell tickets until half time.
7. Return gate box to administrator on duty.

Pay Scale For Gatekeeper/Score Keeper/Clock

1 game = \$15.00

2 games = \$30.00

3 games = \$45.00

GATE RECEIPTS

The gate receipts must be deposited the day following a home contest. The original Home Contest Report and the **Gate Ticket Sales Report** must be completed and sent inter-office mail along with the officials pay sheet or card to the athletic director's office the day following a home contest. Copies of this paperwork should be kept by the coach (MS) or athletic secretary on the campus.

PAYING OFFICIALS

It is the head coach's responsibility to get the officials pay sheet or card before the start of the home contest. If the officials do not have a pay sheet or card they may use the Home Contest Report found with the gatekeeper. They must include complete name, social security number,

complete mailing address, and number of games worked being sure to specify varsity and/or sub varsity.

GAME ADMINISTRATOR (Administrator on Duty)

In all UIL varsity athletic team contests a game administrator shall be appointed by the home school. That person must be a coach (other than the game coach), teacher, or administrator. It is recommended that a game administrator be designated by the home school for all non-varsity athletic team contests. The responsibilities of the game administrator are as follows:

1. See that officials are directed to their dressing room;
2. Meet with the officials prior to the game time (preferably on the playing field or court);
3. Inform the officials where the game administrator will be seated;
4. Assist the officials if they need to discourage unsportsmanlike conduct of a fan, player, or coach;
5. Check with the officials after the game to see if there is any misconduct that needs to be reported.
6. Offer to provide an escort for the officials to their cars.
7. Report incidents to the appropriate school administrator (home team or visitor);
8. Report severe verbal abuse or physical contact of the official and any ejection of coaches and fans to the UIL office in writing within the next two (2) working days.

SECURITY FOR ATHLETIC CONTESTS (OFFICER PATRICK)

Security will be provided for all varsity contests. Security will also be present at all middle school football games. Security for other athletic contests will be considered on an individual game basis.

A representative of the Athletic Department will be available at varsity football games. If you need to contact security or an Athletic Department representative, contact a security guard or the school official in the stadium office.

SHEPHERD PIRATES

There will be a school administrator on duty at contests held on campus and he/she can answer questions and/or direct concerns to the security officer on duty.

Security guards will be on duty in the bus parking area during varsity football games.

Emergency medical service is provided at all varsity football games.

VARSITY FOOTBALL

GENERAL INFORMATION

Scouts will be seated in a designated area of the press box at each stadium.

Authorized photographers filming game have access to Press Box. (Number allowed may be restricted)

Only permit 3 authorized persons from each school will be admitted to the press box to film and direct during half-time.

Each participating school may have authorized high school photographers on the sidelines.

Proper pass will be issued by SISD. Limit two per school.

TICKET PRICES

General Admission

\$4 – Adult

\$2 - Students

Pre-game sale, of tickets for Home and Away games, will be handled and announced at the respective high schools by the principal or principal designee.

Complimentary passes will be distributed according to the District 22-3A guidelines.

SPECTATOR INFORMATION

MOVEMENT OF FANS

Movement from one side of the stadium to the other may be restricted during varsity football games. This is to ensure the safety of all fans, players, and other personnel as well as reduce the chance for unpleasant incidents and embarrassing situations. Spectators will not be allowed to change sides of the stadium during the game nor at half time.

HALF-TIME ACTIVITIES

Normally half time is 24 minutes in length but may be extended to twenty-eight minutes for special events. Each band will be allowed 12 minutes to enter the field, perform, and exit the field. During homecoming programs the length of the program will determine when the home band will perform. If the homecoming program is longer than 14 minutes, the home band will be asked to perform before or after the game.

Only the home band and drill team will be allowed to march around the field for a pre-game appearance. If the band and/or drill teams of the opposing schools wish to have a combined performance, this must be done within the 28 minute time limit. Three school representatives from each high school will have access to the press box during half time to announce, film or view half-time activities.

DECORATIONS, MASCOTS, AND SPIRIT LINES

Each school is responsible for removing all signs at the end of each game. The signs should be done in good taste. There will be no questionable language, no hidden meanings, and no derogatory statements. Decorations are not permitted on the goal post.

Each uniformed group may bring a permanent banner and attach it to the rail in front of that respective group. EXAMPLE: Band and Drill Team banners.

Presence of any personnel other than the players, coaching staff, and training staff on the field prior to the game, during game, or during half-time shall be limited to cheerleader, flag detail, band, break-through group, and two school photographers.

Schools will not be permitted to bring live animals into the stadium.

Spirit lines by fans will not be permitted on the field. Spirit lines inside the fence and playing field area may be made up of uniformed student groups only.

SHEPHERD PIRATES

NOTE:

None of the Rules of The SISD Athletic Handbook circumvent SISD Board Policy or UIL policy. In any dispute SISD Board Policy or UIL policy prevails.