



Athletic Department

Handbook

2009-2010

Table of Contents

Athletic Training Policies and Procedures.....	27
Award Limitations	11
Business and Accounting Procedures.....	24
Campus Plan for UIL Regulations and Rules.....	6
Charter Bus Policy	23
Coaches Evaluation Procedures.....	31
Code of Conduct for Athletes	15
Contests during the School Week.....	12
COPE	5
Critical Incident Reporting	7
Dress Code for Coaches and Trainers.....	21
Dropping a Sport.....	23
Drug Testing Policy	47
Eligibility	8
Equipment Policy.....	14
Game Administration Responsibilities	19
Game Scheduling.....	19
Heat Stroke	29
Insurance.....	27
Job Responsibilities	42
Lettering Procedure.....	23
Middle School Regulations.....	26
Mission	4
Multiple Sport Participation.....	18
Off-Season Regulations	12
Participation	11
Philosophy and Vision.....	4
Practice Time	12
Program Objectives.....	4
Regulations for Middle Schools	26
Regulations	11
Relationships with Faculty	18
Sportsmanship.....	5
Summer Strength and Conditioning	13
Supervision of Athletic Events	21
Transportation.....	22
UIL Academic Eligibility Calendar.....	10
Valuable Considerations (Gifts)	13

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Philosophy of Athletics

Interscholastic athletics is an integral part of the overall education process. Through competitive athletics, a successful athletic program will enable a student athlete to realize the power of reaching his/her full potential. In most situations, the overall success of the athletic program sets the tone and atmosphere for the entire school. Athletics creates opportunities for developing a positive self-image. Finally, the most important aspect of the athletic program is to develop young men and women to become constructive, contributing members of society.

Vision

NCISD athletics will aggressively pursue sport programs that show evidence of hard work, toughness, and expect success. The athletic program will continually strive to instill in all student athletes our core values and a sense of pride, commitment, and confidence in themselves and their school.

Mission

Through quality coaching and participation in the arena of competitive sports, the NCISD athletic program will strive to develop in all student athletes our core values of integrity, accountability, teamwork, sportsmanship, leadership.

Strive for excellence - every second, every minute, every hour, every practice, every game, and every match.

NCISD Athletic Program Objectives

- To have all programs represented with class, character and dignity.
- Involve as many students as possible within a positive environment
- Develop and incorporate a comprehensive off-season program middle school through high school level.
- Strive to develop successful programs in all sports and all levels.
- Demonstrate that all programs are well coached, disciplined, and well organized.
- Apply all program rules and guidelines with consistency and fairness.
- Ensure that all Athletic Department objectives support the mission and vision of NCISD.

Staff Loyalty

Successful programs require 100% commitment to the philosophy, objectives, and mission of the athletic department. Coaches are expected to be loyal to the district, school, and NCISD athletic programs.

Sportsmanship

The goal of the NCISD Athletic Department is to promote responsible behavior where student athletes accept the results of competition with class, dignity, and respect for themselves, coaches, officials, and their opponent.

Given the adverse influence that higher levels of athletic competition have on our community as well as our student athletes, it is important that we establish an acceptable standard for sportsmanship-like behavior and admonish unacceptable behavior

As a student athlete, you are expected to:

- Accept and understand the privilege of representing the school and community through athletic competition.
- Learn the rules of the game
- Treat opponents with respect
- Respect the integrity and judgment of game officials
- Respect the school, coaches, and your teammates by not partaking of alcohol, drugs, or performance enhancing compounds.
- Play hard, play safe, play smart

As a coach, you are expected to:

- Exemplify the highest degree of moral character, behavior, and leadership.
- Adhere to the code of ethics
- Respect the integrity and personality of the athlete
- Teach the rules of the game
- Set a good example for players and spectators
- Teach and reward good sportsmanship
- Meet with parents, and booster club to explain sportsmanship
- Set standards of acceptable behavior
- Let parents know that their actions can and will affect the team

COPE

All UIL coaches are required to attend a yearly COPE training.

- COPE trainings for all coaches must be done through the UIL website; COPE training certificates must be turned into the A.D.
- Coaches who have been ejected from games may be required to appear before a state UIL committee at their own expense.

Campus Plan for UIL Rules and Regulations

The UIL, through the District Executive Committee and the State Executive Committee has ultimate jurisdiction over UIL violations. These responsibilities as well as penalties for violations and the jurisdiction of the UIL Executive Committee may be found in the *UIL Constitution and Contest Rules*

Campus Plan Checklist

Establishment of dissemination of information:

- All coaches and sponsors will be informed of all information concerning UIL, TEA, NCISD, Athletic Office, and Campus rules and regulations
- Each head coach will be responsible for eligibility verification
- Each head coach will be responsible for enrollment verification of athletes.
- All coaches will attend UIL and campus level trainings and in-service.

Recommended Plan of Action

UIL/TEA Violations:

In UIL/TEA activities where the violation could result in a probable public reprimand and/or suspension of a player or coach or where the school could receive a public reprimand or suspension, it is recommended that the campus administrator take immediate investigative action. Once the matter is determined and evidence indicates possible wrongdoing, the administrator should relieve all involved parties of the coaching duties until the matter can be referred to the District Executive Committee.

Examples of Violations: Coach, player, or fan abusing official
 School or coach playing an ineligible player
 Any situation where a coach, sponsor, player or
 school representative knowingly violates UIL rules

State, District, or Department Policy Violations

In activities where the violation does not concern UIL/TEA but does concern state, district, or departmental policies and is serious enough to involve possible job termination or litigation involving school, coach, or sponsor, it is recommended that immediate investigative action be taken. Once guilt or innocence is determined, action will be taken accordingly. Possible relief of coaching duties may be imposed during the investigation of the incident.

Examples of Violations: Hitting or striking a player
 Inappropriate conduct between player and coach
 Failure to supervise a team properly (destruction of property,
 placing people in jeopardy of injury)

Reporting of Critical Incidents:

In order to ensure that sensitive and serious situations are communicated clearly and effectively to campus and district personnel, the coach shall report critical incidents to the principal and athletic director immediately.

- A written report of the incident shall be sent to the principal and athletic director within 24 hours of the occurrence
- If a situation is of an emergency nature, or one which might otherwise come to the attention of the media, the coach shall notify the principal and A.D. by phone.
- The following incidents must be reported
 - Firearm possession (use, display, or discharge)
 - Weapon possession (use or display)
 - Assaults
 - Sexually related incidents, including criminal complaints, misconduct, harassment
 - Possession, use, or sale of a controlled substance
 - Arrests
 - Any EMS call
 - Any call for peace officer assistance
 - Bus accidents
 - Vehicle accidents involving district vehicles
 - Any student violation of the NCISD Student Code of Conduct which might warrant AEP placement or expulsion
 - Any situation involving player, coach, or fan suspension/removal from a game or match
 - Any event or activity that has legal or media implications.

Athletic Department Lines of Communication

All athletic department staff must follow the appropriate chain of command when dealing with any and all athletic related business and issues. Deliberate deviation of this process will be documented in the annual evaluation process. Any problems or issues should follow the line of communication outlined below.

- Assistant Coach
- Head Coach/MS Coordinator
- Athletic Director/ Principal
- Superintendent of Schools

All NCISD staff should contact the Athletic Department on all UIL athletic issues or questions.

Process for Determining UIL Eligibility

The following criteria will be used to determine academic eligibility for students participating in UIL athletic events.

High School Eligibility

A student is eligible if he or she is:

- a full-time day student, has been in attendance since the 6th day of class of the present school year or in regular attendance for 15 or more calendar days
- initially enrolled in the 9th grade not more than four years ago and is less than 19 years old on September 1; or granted eligibility based on disability
- in compliance with state law regarding grades and credit requirements
- a resident of the member school district and of the attendance zone for the participant school, or has been continuously enrolled and attending the school for at least the previous calendar year; and did not move for athletic purposes.

Middle School Eligibility

A student is eligible if he or she at the beginning of:

- the 7th grade year, the student must have been promoted from 6th to 7th grade.
- the beginning of the 8th grade year, the student must have been promoted from 7th to 8th grade.

The UIL rules regarding transfers and residence apply to varsity athletes only. Exception to the residence rule including an explanation of the hardship waiver is explained in the C & CR, 442. Additionally, if the parents of a contestant move from the district or school zone before the student has been in attendance for one year, the student loses athletic eligibility in the school district from which the parents move and remains ineligible there for athletics until a year is up.

A student may participate in a sport at the start of the school year if he or she has met the following criteria.

- Grades 9 and below- Students must have been promoted from the previous grade.
- Second year of high school- Students must have accumulated 5 credits that count toward state graduation requirements.
- Third year of high school- Students must have accumulated 10 credits that count toward state graduation requirements or the student must have earned at least 5 credits within the last twelve months that count toward graduation.
- Fourth year of high school- Students must have accumulated 15 credits that count toward state graduation requirements or the student must have earned at least 5 credits within the last twelve months that count toward graduation.

Students who are not in compliance with these provisions may request a hardship appeal of their academic eligibility through the UIL state office.

A student may participate in a sport if he or she has earned grades of 70 or above in all classes at the end of a grading period. Once a failing grade is posted, it stands for the grading period unless there was mechanical or teacher error in the calculation of the grade or the teacher did not follow district grading procedures.

UIL Eligibility Continued

An ineligible student may practice and participate in scrimmages. An ineligible athlete may not compete, travel, sit with the team, or wear a uniform during the contest.

Students placed in an alternative education program are prohibited from attending or participating in school-related activities and or competitions.

Students who are suspended from school for any reason are ineligible to participate in UIL activities until he/she has been placed back into the regular classroom environment.

Repeat Offenders:

Student athletes who repeatedly violate the Student Code of Conduct or receive a second or subsequent DAEP placement may be declared permanently ineligible by the Athletic Director.

Flex Day Modified
Academic Eligibility Calendar
2009-2010



<u>First Six Weeks:</u>	<u>August 24- Oct. 2</u>
3 Week Grade Snapshot:	September 11 th
Progress Reports:	Week of September 14 th
Student loses eligibility:	October 9 th

<u>Second Six Weeks:</u>	<u>October 5th – November 13th</u>
3 Week Grade Snapshot:	October 23 rd
Progress Reports:	Week of October 26th
Student may regain eligibility:	October 30 th
Student gains or loses eligibility:	November 20 th

<u>Third Six Weeks:</u>	<u>November 16th- January 15th</u>
3 Week Grade Snapshot:	December 11th
Progress Reports:	Week of December 14th
Students may regain eligibility:	December 18th
Students are eligible (holidays)	November 23rd-27th December 21st – January 1 st
Student gains or loses eligibility	January 22 nd

<u>Fourth Six Weeks:</u>	<u>January 19th- February 23rd</u>
3 Week Grade Snapshot:	February 5 th
Progress Reports:	Week of February 8 th
Students may regain eligibility:	February 12 th
Student gains or loses eligibility:	March 2 nd

<u>Fifth Six Weeks:</u>	<u>February 24th –April 9th</u>
3 Week Grade Snapshot:	March 12 th
Progress Reports	March 24 th
Students may regain eligibility	March 31st
Students are eligible (holidays)	March 15 th –March 19th
Student gains or loses eligibility	April 16 th

<u>Sixth Six Weeks:</u>	<u>April 12th - May 21st</u>
3 Week Grade Snapshot:	April 30 th
Progress Reports:	Week of May 3 rd
Students may regain eligibility	May 10 th
Student gains or loses eligibility	May 28 th /Summer Eligibility June 4 th

General Regulations

1. **Limitations on Awards:** Schools may give one major award, not to exceed \$50.00 in value to a student during high school enrollment at the same school for participation in one of the UIL interschool competitions listed in Section 380. One additional symbolic award, not to exceed \$8.00 in value, may be presented for participation in each additional UIL activity.

2. **Forms:** It shall be the responsibility of each school to keep on file the required annual forms for each student who participates in any practice, scrimmage, or game
 - a. Medical Form: Annual physical exam signed by a physician or physical exam upon entry into high school and every year thereafter.

 - b. Parent Permit and Steroid Testing Acknowledgement: Annual participation permit signed by the student's parent or guardian and UIL Rules and Acknowledgement Form signed by the student and the student's parent or guardian.

 - c. Eligibility Permit: Required for varsity athletes only. Copies are to be sent to the District Executive Committee and to the UIL office prior to the first contest.

 - d. Previous Athletic Participation Forms: A student who has represented another school (eight grade or above) any previous year in any UIL athletic activity is ineligible in the sport or sports in which he/she participated for one calendar year in a school to which he/she changes until:
 - (1) his/her parents have a bona fide residence within the district;
 - (2) the student has a release, signed by the Superintendent of the district or by the Principal and coach of the school he/she previously attended;
 - (3) the students parents sign a statement (in the presence of school officials) that the parents reside in a bona fide residence within the district or attendance zone and the change of schools was not made for athletic purposes; and the students change is approved by the District Executive Committee of the district to which he/she is changing before the student competes at the varsity level.

 - e. Foreign Exchange Students: Foreign exchange students in approved foreign exchange programs are allowed to apply for exceptions to the residence rule through the UIL waiver process. A waiver could be granted in certain activities if they have not received advance training or have not had extensive experience in the activity of their choice.

3. Participation

- a. 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 UIL. 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.

b. Off-Season Regulations:

1. *Team Practice:* School teams shall be prohibited from practicing team skills before or after school except during the specified practice dates and during the one allowable period during the school day.
 2. *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.
 3. *Participation Requirement:* Students shall not be required to participate in one school sport as a prerequisite for participation in another sport
 4. *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 school administration and given to all staff and students.
 5. *Off-Season Period Limits:* Off-season activities are limited to one regular classroom period (60 minute max per day) all suiting out, and related activities must occur within the 60 minutes
 6. *Holiday Restrictions:* No school facilities, personnel or equipment may be used during five consecutive holiday days, to include December 24-26. Travel is permitted on Dec. 26, if a morning tournament game is scheduled on December 27th.
4. **Coaches:** All coaches must be full-time employees of the district. Coaches who knowingly and willfully violate rules may be penalized according to the Constitution and Contest rules by the District Executive Committee or State Executive Committee.
5. **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.

Exception: District varsity contest 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 holiday.

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 12:01AM through the end of the school day Friday.

7. **Supervision of Students:** A coach or adult supervisor must always accompany students. A student shall not represent his or her school at any time in connection with UIL competition unless accompanied by a coach or appointed member of the faculty.
- 8 **Off-season Participation in Non-School Team Sports:** School coaches shall not coach students from their own school on a non-school team, with the exception of their own children.

- 9. 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 facilities.
- 10. Summer Strength and Conditioning Program:** Summer strength and conditioning programs may be conducted by school coaches for students in grades 9-12 from that coach's attendance zone only under the following conditions

High School Summer and Conditioning

- 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. Sessions are limited to no more than two consecutive hours.
- A student shall attend no more than one two-hour session per day.
- Sessions conducted by school coaches shall include only students who are incoming ninth graders or above
- Attendance is voluntary. Coaches shall not require athletes to attend in order to try out or participate in any UIL sport.
- Fees and any contracted services 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 fee charged for participation if a student is unable to pay.

11. Valuable Consideration School Teams and Athletes May Accept:

- **Pre-Season:** School athletic teams may be given no more than one pre-season meal, per sport, per school year provided it is approved by the school and is given by a non-profit organization (booster club) before the team plays in its first contest. It may be given after a scrimmage.
- **Post-Season:** School athletic teams are limited to no more than one post-season meal or banquet, per sport, per year. It also must be given by a non-profit organization
- **Other:** At any time school athletic teams and athletes may be invited to and may attend functions where free admission is offered or where refreshments and/or meals are served provided all students from that high school are invited to attend for the same fee and on the same basis as the athletes or the athletic team. Athletes or athletic teams may be recognized at these functions, but, may not accept anything that is not given to all other students

12. Valuable Consideration School/Teams and Athletes May Not Accept

- Meals, snacks, or snack foods during or after practices
- Parties given by parents or other students that are strictly for a school athletic team
- Anything that is not given or offered to the entire student body on the same basis that it is given to or offered to an athlete

Equipment Policy

- **Inventory** - The head coach and the middle school coordinators have the responsibility to inventory equipment for their respective sports or programs.
- Each coach will furnish the athletic director an equipment inventory at the end of each season.
- Attached to the inventory will be a listing of budget requests for equipment for the upcoming season. This will include brand name, type, color, size, logo, etc.

Care of Equipment -

- Each head coach and middle school coordinator is responsible for the care and maintenance of equipment.
- Equipment will be properly maintained and stored at the conclusion of each season.
- Equipment capable of being repaired will be sent by the athletic director to an athletic repair company for reconditioning. Inferior equipment will be returned to the athletic director and disposed of in the appropriate manner.

Issuance of Equipment

- The issuance of equipment is the responsibility of the head coach or appointed delegate, not a student manager.
- Any equipment belonging to the district will be confiscated if found outside the athletic complex.
- Equipment will be issued and taken up on the prescribed times as stated by the UIL
- Equipment *will not* be issued to those not participating in athletics or outside the district.
- **Students will be charged for lost or stolen equipment.** Contact the athletic office for replacement cost.

Purchase of Equipment

- Equipment requests are to be made to the athletic director at the prescribed time periods established for purchase. In season requests are also to be made to the athletic secretary for approval from the athletic director
- District purchase requisition forms will be used.
- A competitive quote system will be used to secure the best equipment and price. District purchasing policies will be adhered to at all times.
(Equipment exchanges or failure to receive ordered equipment must be handled through the Athletic director's office.)
- A copy of all purchase orders will be kept on file along with an up-to-date ledger in the athletic office.
- No equipment is to be purchased unless approved by the athletic director.

ATHLETE CODE OF CONDUCT

Athlete Guidelines

- **ALL** athletes are required by law to pass all classes every 6 weeks. (NO PASS-NO PLAY) Athletes that fail 3 consecutive 6-week periods **may** be removed from athletics for the next semester or until grades have improved.
- **ALL** athletes will be dressed and ready to meet with coaches at the assigned athletic time.
- **ALL** athletes will dress out and wear school issued uniforms.
- Coaches may allow athletes to make-up workouts or absences.
- **ALL** athletes will ride to and from contests in school vehicles unless the parental release of transportation form has been completed and approved by the head coach.
- **ALL** athletes will dress in an appropriate manner as indicated by team rules within school policy.
- **Never** question a coach openly. Meet after practice in private.
- **Never** draw an unsportsmanlike foul.
- **Never** question the officials, the Head Coach will confer with officials.
- When the coach is speaking, keep your eyes and ears open and your mouth closed.
- **ALL** athletes will address all coaches, teachers, and adults with "yes sir, no sir, yes ma'am, no ma'am."
- **Never** criticize your teammates.
- **Never** talk and visit with people in stands during contests.
- **Never** make excuses for mistakes or cast blame on teammates or anyone but yourself.

Athletes in the Classroom

- **ALWAYS BE ON TIME!** This cannot be over-emphasized. Nothing causes a teacher to become disenchanted/unhappy/uncooperative with a student faster than a late arrival.
- **REMEMBER** that in any classroom/hall, the **TEACHER is the ABSOLUTE AUTHORITY!** Therefore, follow his/her rules and show respect at all times. **BE A LEADER IN THE CLASSROOM!**
- Poor appearance is held against an athlete to a greater degree than against other students. Dress neatly with: shoes tied, no caps in the buildings, hair neat and clean, be clean shaven
- **BEFORE CLASS STARTS** make sure that you have all your materials; that your notebook is open; and that you have a pen or pencil ready to write.
- **ONCE CLASS STARTS** keep your mouth closed, unless you are asking or answering a question or taking part in a teacher-led class discussion.
- Never prepare to leave before the end of class. Closing of books, zipping of backpacks are all between-class activities.
- Make sure that you turn in all work assigned – on time and fully completed. With proper planning, you will get everything done in all of your classes. There are absolutely no excuses!
- If you know that you are going to miss a test or an assignment, make arrangements.
- **Never be afraid to ask questions or ask for help!**

Conduct of an Athlete

Athletes participating on school teams are required to abide by the guidelines of the NCISD Athletic Department. All guidelines and rules are in effect during the entire year, **including off school grounds.**

Athlete Code of Conduct Rules:

These rules apply to all athletes participating in NCISD:

1. Athletes will not use or possess any tobacco products.
2. Athletes will practice good citizenship in and out of school
3. Athletes will refrain from the use of profanity
4. Athletes will report to class on time; excessive tardies are unacceptable
5. Athletes will cover all tattoos and skin markings during UIL competitions and practices
6. Athletes will demonstrate respect to coaches, teachers, and officials at all times.
7. Athletes will attend practices and contests of his/her team unless excused by his/her coach.
8. Athletes will demonstrate proper conduct on all athletic trips. Misconduct during travel is unacceptable.
.....
9. Athletes will not possess athletic equipment or clothing belonging to NCISD or another athlete. Athletes will not take or possess items that belong to other athletes or students. **(stealing)**
10. Athletes will not be involved in gang related activities
11. Athletes will not use or possess any form of alcoholic beverage.
12. Athletes will not engage in drug possession, use/abuse, which includes inhalants and paraphernalia
13. Athletes will not participate in the destruction of property; this includes other school's facilities.
14. Athletes will not violate state statutes, whether as a juvenile offense or as an adult, which would qualify as felony or misdemeanor under the laws of the State of Texas. **Any athlete who has been arrested will be suspended pending an investigation into the alleged activity.**

Violations of rules 1-8 shall result in the following actions:

- First Offense Penalty to be determined by head coach
- Second Offense Penalty to be determined by head coach
- Third Offense One game suspension
- Fourth Offense: Two game suspension
- Subsequent Offense Penalty to be determined by A.D. and campus administration

Violations of rules 9-14 may result in greater penalties as determined by the campus administration and the athletic director in accordance with the Student Code of Conduct and the Athletic Code of Conduct. Penalty may include but is not limited to removal from a team or UIL athletics

Violation of rule 9 will result in disciplinary consequences outlined by the head coach. Consequences may include but are not limited to the following:

- ***Game suspension***
- ***Physical punishment as deemed appropriate by the head coach***
- ***Temporary suspension from NCISD athletics***
- ***Permanent removal from NCISD athletics.***

Code of Conduct Cont.....

All student athletes will receive school consequences for violating the Student Code of Conduct. Students placed in ISS (SAC) will adhere to the following policies

- High School: The athlete may practice but is not eligible for competition during the placement. Eligibility is restored at the end of the school day on the last day of the placement.
- Middle School: The athlete is not allowed to practice or compete during the ISS placement. Eligibility is restored the following day after the placement has been completed.

All athletes are suspended from UIL athletics for any offense that results in a DAEP placement. Eligibility may be restored only after the student has completed the placement and returned to the campus in good standing.

The Code is in force twelve (12) months a year, grades seven through twelve (7-12).

Grooming:

All athletes, coaches, and support personnel who represent NCISD will be properly dressed in accordance with the NCISD dress code. (Please see campus Code of Conduct)

DUE PROCESS

Each student-athlete will be given due process concerning disciplinary action upon request. Each student-athlete will have five (5) days to notify the athletic office that they will appeal any disciplinary action. The due process consists of two (2) phases. The phases are as follows:

PHASE 1: The parent/guardian and athlete will meet with the head coach and the Athletic Director. Upon completion of the meeting, a decision will be rendered and the parent/guardian and the athlete will be notified by mail or telephone within three (3) days. If the concerned party is not satisfied with the decision, they can appeal to the ATHLETIC APPEALS COMMITTEE (Phase 2).

PHASE 2: The parent/guardian and student will meet with the Athletic Appeals Committee. The Athletic Appeals Committee consists of two head coaches within NCISD, the Athletic Director, an Assistant Principal and the Principal or Principal designee. Four members must be present to constitute a quorum with all decisions based upon a simple majority of those present. The Athletic Director is the presiding officer of the committee. The decision of the Athletic Appeals Committee is final.

The Athletic Appeals Committee activities may include, but are not limited to:

- Rule on violations not listed in this handbook
- Ruling on applications and interpretations of this handbook
- Ruling on an appeal from a student and/or parent/guardian regarding athletic disciplinary action against the student

The outcome of Phases 1 and 2 can overrule the disciplinary decision. Athletes who have been suspended have the right to practice during suspension; however, if a coach, and/or Athletic Director

feels there are reasons to disqualify an athlete from practice; they must present their case to the Athletic Director. The athlete has the right to practice unless the Athletic Director rules otherwise.

Participation in Multiple Sports

Realizing that the coach of each sport is primarily interested in their sport, we must adhere to the following guidelines to promote maximum participation in all sports:

- Every athlete must be allowed to participate in any sport that they desire.
- Coaches should not influence an athlete to give up one sport in order to participate in another sport alone. This choice must be the athlete's decision.
- Athletes should not be allowed to quit one sport while in season and take up another, without the consent of both coaches involved.
- Encourage athletes, who have the ability, to play all sports.

The following guidelines regarding athletic period workouts will be adhered to by all sports.

- All athletes will attend the athletic period workouts of the sport that is in-season. Athletic period conflicts with multi-sport athletes will be addressed through a collaborative meeting between the athlete, parents/guardians and head coaches. Athletic period change requests will be review on an individual basis. Every attempt will be made to accommodate the change request pending the athlete's schedule can accommodate the move.

Participation in Clubs and or Leagues

UIL athletics will take precedent over club or league games during in-season sports.. Athletes that miss practice or contests due to participating in club or league play are subject to disciplinary action from the head coach. Punishment for missing practices or a UIL contest for outside leagues and clubs include but is not limited to the following.

- Loss of playing time
- Physical punishment
- Change in team status (varsity to J.V.)

Relationship with the Faculty

It is very important that coaches are visible and develop a working professional relationship with other teachers and administrators within the school. Coaches have the responsibility to:

- encourage the players in their studies, and stress cooperation with their teachers.
- maintain a close relationship with the teachers in their school by showing friendliness, interest, cooperation and sincerity.
- do everything possible in order to keep athletes and teachers on a congenial basis. (Influence on good discipline among athletes, even when the athlete is not under the coach's direct supervision).
- confer with the teacher on scholastic problems, discipline and eligibility. Eligibility status of boys or girls under a coach's jurisdiction is the coach's personal responsibility.
- help wherever needed whenever needed. (Testing, lunch duty, hall monitor, etc)

Administrative Supervision of Athletic Events

There will be a campus administrator assigned to supervise all home athletic events. Supervision of visiting teams should be provided during their departure from the home campus. Visiting teams should be treated as guests in your school. Courtesy, respect, and supervision should prevail at all times.

Security for on-campus contests will be the responsibility of the Principal with assistance from the Athletic Director.

In all UIL athletic contests a game administrator will be appointed by the district. The responsibilities of the game administrator are as follows:

- See that officials are directed to their dressing area
- Introduce yourself to the officials
- Address crowd issues if they arise
- Assist officials if they need to discourage un-sportsmanlike conduct of a fan, player, or coach.
- Check with the officials after the game to see if there is any misconduct that needs to be reported.
- Provide escort for the officials after the game
- Report severe mis-conduct and ejections of coaches and fans to the UIL office in writing.

Assignment and Payment of Officials

Officials will be paid by the NCISD Athletic Department for all NCISD Athletic Department approved schedules for football, volleyball, basketball, softball, baseball, soccer, and swimming.

Game officials assigned should not be changed unless cleared through the Athletic Director. If sub-varsity team officials do not show up for a game, it will be the responsibility of the coach to arrange for someone (coach) to call the game.

It is the responsibility of the head coach for each sport for securing officials for all varsity and sub-varsity contests. Middle school coordinators are responsible for securing officials for all middle school contests.

Game Scheduling and Sites

Scheduling of all games will originate from the Head Coach of each sport or the Middle School Coordinator; all schedules must be approved through the NCISD Athletic Department. It is the responsibility of each head coach and middle school coordinator to provide the athletic director with a complete schedule of games or matches. The following guidelines will be adhered to:

- UIL regulations regarding the number of games played and dates played will be strictly enforced.
- ***You will receive a “district schedule” from the athletic director.*** Non-district games and tournaments are scheduled by the high school and approved by the athletic director.
- Cancellation or rescheduling games will be processed through the athletic director and building principal on approval.
- Scrimmages and dual meets will be governed by UIL rules.

Game Cancellation and/or Schedule Changes

Acceptable Reasons for Game Cancellations and/or Schedule Changes:

Environmental Conditions:

- Weather conditions hazardous to the health and safety of the participants
- Conditions that render the playing field unusable

Special Campus Activities

- Testing conflicts (including state assessments)
- Late scheduled activities by the Board of Trustees or Superintendent
- Other administrative calendar conflicts involving district administration directives
- Unsafe conditions or damage to the campus
 - Fire in the facility (gym)
 - Security issues

No Teams:

- The opposing school does not have a competitive team for that sport or level of competition.

Communication Requirements for Game Cancellations and/or Rescheduling

The cancellation of games rests first with the Athletic Director. 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, canceling, or both.

1. When weather conditions are interpreted as being hazardous to the health and well-being of the participants, the A.D. will notify the Head Coach or Coordinator of the cancellation. The Head Coach or Coordinator will contact the appropriate school officials and notify them of the cancellation and of the rescheduling of the activity.
2. If, on any campus, some unforeseen event occurs that would affect the playing of any game, the school principal will contact the Athletic Office notifying them of the situation. The A.D. will investigate the overall situation in regards to whether or not the game will be played or be moved to an alternate location or cancelled.

Visiting Team Instructions

The following information should be given to all teams in advance before coming onto a NCISD campus.

- Bus drop off locations
- The teams need to enter as a group
- Coaches are responsible for controlling their teams, both during competition and in the stands.
- A map and easiest route to the campus
- Location of where the teams will dress
- Verify start times of all games

Parent Meetings

Every sport is required to conduct a pre-season parent meeting. Dates and times for the parent meeting must be submitted to the Athletic Director for approval-

Supervision of Athletes

After Contest Supervision

It is the responsibility of each head coach or coordinator to ensure that all athletes are supervised after athletic competitions and practices. Athletes waiting on rides from parents and or guardians are the responsibility of the coaches for that particular sport. A coach must present when athletes are waiting on rides; athletes are never to be left unattended as they wait for transportation home.

Transporting students home after a competition or practice by a coach is prohibited.

General Supervision

It is the responsibility of all NCISD coaches to supervise and monitor athletes during practice, games, and in the locker rooms. A coach will be present in all areas that require supervision of athletes; it is the head coach's responsibility to ensure that supervision of athletes is occurring.

Dress Code for Coaches and Athletic Trainers

High school and middle school coaches and athletic trainers are expected to adhere to the following dress code guidelines for practices and competitions.

Practice Attire for all Sports:

Coaching attire in school colors is required. * Logo on shirt or shorts must be from the appropriate school or feeder school.

Game Attire for Indoor Sports: (Volleyball/Basketball)

Coaches: Dress, skirt, slacks, capris, suit, collared coach's shirt. (Business Casual). Shorts are only acceptable when playing in an un-air-conditioned facility.

Jeans, shorts, t-shirts, warm-ups, and sneakers are not acceptable; Exception (tournaments)

Game Attire for Outdoor Sports: (Tennis, Golf, Track, Soccer, CC. Softball,)

Coaches: Shorts, wind suits, long pants, capris, collared shirt in school colors. Tennis shoes are acceptable

Game Attire for Baseball

Coaches: Baseball Uniform

Game Attire for Football:

Coaches Varsity: All coaches should dress alike in long pants and a collared shirt. In inclement weather, wind suits are acceptable.

Coaches Sub-Varsity: Same as Varsity, but may also include shorts.

Transportation Procedures

Buses will be provided for teams to be transported to all athletic events. The Athletic Department will submit schedules to the transportation department. Maps must be provided for all drivers of athletic trips.

Beginning with the 2008-2009 school year, all NCISD coaches will be required to obtain a Commercial Drivers License. Coaches will drive all athletic trips when appropriate.

Coaches Responsibilities:

- Fill out all transportation forms and submit them to the Athletic Office at the beginning of the season. Transportation requests should be filled out for the entire season. Special trips and/or play-off requests will be handled as needed.
- Changes or cancellations should be done at least 24 hours prior to the scheduled times. (Only weather and emergencies will be handled with less notice)
- Coaches are responsible for the condition of the bus upon completion of the trip.
- All district and state regulations will be in effect for athletic trips.
- Vehicle deficiencies should be reported immediately to transportation so that a repair can be made.

Transporting of Athletes

In accordance with district policy employees/coaches shall not transport students in personal vehicles. When transporting smaller numbers of athletes, rental vehicles may be used provided that student insurance is taken at the time of the rental.

Parental Transportation Release

Athletes must be transported to and from all contests in district approved vehicles; these vehicles include district buses, rentals, and or charter buses. Parents may request for their child to ride home with them following a contest; this request must be approved by the head coach and requires documentation from the parent. Athletes may only ride with their parent and or guardian. ***Athletic locker rooms will not be opened until the district vehicle and sponsor or coach has returned to the campus. Custodians will not be allowed to open locker rooms for anyone but a coach or sponsor.***

Charter Bus Policy

Athletic teams who make the play-offs and must travel over a 75 mile radius may opt to travel by charter bus or van. Conditions for charters are listed below:

The Athletic Department and the Director of Transportation must agree on the company being used

Arrangements must be made by the Head Coach with approval from the Athletic Director

Lettering Procedure

The following lettering criteria will be used for all NCISD athletes. Grade level should not be a factor in the lettering procedure. Any athlete meeting the criteria may earn a letter jacket or letter.

- The athlete must complete the season in good standing
- Juniors not meeting standards can obtain a varsity letter with three years of participation and must complete each season in good standing
- Seniors not meeting the standards can obtain a varsity letter with two years of participation and must complete the season in good standing.
- An athlete who is injured during the season may receive a varsity letter if they remain part of the team and complete the season in good standing.
- Lettering in all sports can also be obtained through head coach discretion.

Lettering criteria may be obtained from the head coach of each sport.

Dropping a Sport

There will be times when athletes find it necessary to quit playing a sport before, during, or after the season. Whatever the reason, an athlete must follow the steps listed below.

- The athlete should evaluate the situation thoroughly before reaching a final decision.
- The athlete is required to talk to the head coach to see if a solution can be reached without having to quit. A conference between the parents, athlete, and coach or any combination thereof, may be required and is highly recommended before an athlete will be permitted to quit.
- If an athlete decides to quit, he/she must check out of the sport just as he/she would check out of any academic class.
- All equipment must be turned in clean. Also, an athlete must pay for any equipment not returned.
- If the athlete decides to quit one sport and join another, the athlete must receive permission from the head coach of the sport he/she is leaving and the head sport of the sport he/she is joining.
- If an athlete wants to return to a sport, he/she must consult the appropriate head coach. If the athlete is allowed the opportunity to return to the team, he/she must demonstrate a level of commitment before complete reinstatement occurs. The demonstration of commitment will be comprised of physical activity developed by the head coach and athletic director.
- An athlete may not request reinstatement to a team until after the season is complete.

Business and Accounting Procedures

Operating/Budget Account Requisition Procedures

To place an order for merchandise with operating/budget funds:

1. Vendor must be located on approved co-op lists provided on the NCISD website. These lists are at the bottom of webpage listed below:

<http://www.newcaneyisd.org/BusinessOffice/BusinessWeb/Purchasing.htm>

You will need to take time to survey lists. Be patient. You won't have to do this each time as most of you use the same vendor multiple times. On line one, list which co-op the vendor was found in.

2. Upon confirmation of vendor listing, fill in the requisition form with all information and submit it to the Athletic Department Bookkeeper.
3. Item details are to be listed with the product numbers in the description. Quantity and \$ amount per item should be listed and calculated with the totals. Don't forget applicable shipping charges must be included.

Keep in mind items over \$300 each or a total requisition of \$1000 or more must have 3 quotes. Do not submit multiple requisitions to the same vendor to avoid acquiring 3 quotes. Please adhere to this as it has been proven to save our department a substantial amount of money in the past years.

Below are forms pertaining to quotes. (see pages 4-6)

<http://www.newcaneyisd.org/BusinessOffice/BusinessWeb/PDF%20Files/Purchasing%20Forms.PDF>

4. The Athletic Department Bookkeeper will process the requisition and notify you when the purchase order is completed. At that time, you may place your order. Do not place your order with the vendor until you have been notified by the Athletic Department Bookkeeper that the PO is approved.
5. When your merchandise has been delivered, the Athletic Department Bookkeeper will email you and you can pick it up in the Athletic Office. Items are to be checked off at that time and approval for payment is signed.
6. Payment will not be made until order is complete and an original invoice is obtained.

Club/Activity Account Requisition Procedures

To place an order for merchandise with club/activity funds:

1. The vendor does not have to be on the approved vendors list as for operating funds, but it is necessary they are set up with a vendor number. Check with the Athletic Department Bookkeeper if you do not have their vendor number.
2. If vendor has no number, this requires a signed W9 be obtained before the PO can be approved. Vendor can fax a copy back to the Athletic Department Bookkeeper at 281-354-6813. The Athletic Department Bookkeeper will process a new vendor request form and submit it to the purchasing clerk to acquire a vendor number for processing.
3. In addition, please request vendor to process a conflict of interest questionnaire and file with the purchasing clerk (281-577-8600) at their earliest convenience.
4. Fill in the requisition form with all information and submit it to the Athletic Department Bookkeeper.
5. Item details are to be listed with the product numbers in the description. Quantity and \$ amount per item should be listed and calculated with the totals. Don't forget applicable shipping charges must be included.

6. Keep in mind items over \$300 each or a total requisition of \$1000 or more must have 3 quotes. Do not submit multiple requisitions to the same vendor to avoid acquiring 3 quotes. Please adhere to this procedure as it has been proven to save our department a substantial amount of money in the past.

Below are forms pertaining to quotes. (see pages 4-6)

<http://www.newcaneyisd.org/BusinessOffice/BusinessWeb/PDF%20Files/Purchasing%20Forms.PDF>

7. The Athletic Department Bookkeeper will process the requisition and notify you when the purchase order is completed. At this time, you may place your order. Do not place your order with the vendor until you have been notified by the Athletic Department Bookkeeper of the Athletic Director's approval of your PO.
8. NCISD provides Wal-Mart and Home Depot credit cards. Wal-Mart card can be picked up from the Athletic Department Bookkeeper and the Home Depot card will be picked up from Central Office per approved PO. Credit cards are to be returned to location and receipts are to be given to the Athletic Department Bookkeeper.
9. When your merchandise has been delivered, the Athletic Department Bookkeeper will email you and you can pick it up in the Athletic Office. Items are to be checked off and approval for payment is signed at that time.
10. Payment will not be made until order is complete and an original invoice is obtained

Orders may not be placed until all requisition procedures have been completed. Any order received prior to the completion of the proper procedures will result in the items being returned to the vendor immediately.

Professional Travel

Coaches attending coaching schools, clinics, college visitations, or state tournaments/meets must be certain that proper paperwork and procedures have been followed prior to attendance. Requests should be submitted to the Athletic Office a minimum of 30 days prior to the event.

NCISD will provide funding for professional dues for one professional organization such as THSCA, TGCA, THSBCA, etc.

NCISD will provide dues, meals, and hotel for, one clinic, state tournament, and or professional conference per school year. Any and all other clinics, conferences, or other professional development activity will be the responsibility of the individual coach. NCISD administration has the right to deny and or modify any request for professional travel. (Professional travel for state tournaments will only be approved for head coaches.)

Coaches that attend clinics, state tournaments, and or conferences will be required to submit a breakdown of expenses to the financial office upon return from the event.

All forms may be obtained from the athletic secretary.

Middle School Regulations

All Middle School athletics will be governed by Texas State Board of Education policies and all UIL regulations.

Awards

No major awards will be given in middle school. Symbolic awards may be given to students participating in 7th and 8th Grade sports. In order to receive a symbolic award, he or she must have the coach's approval and satisfy the requirements.

Middle School Athletics- An Extension of the High School Programs

Middle School Head Football, Basketball, Volleyball, and Track Coaches are considered to be a part of the total sports program and must work in conjunction with the respective head coaches at each high school. They must adhere to the overall philosophy and procedures of the head coach in each respective sport. Middle school coaches should be an active participant in the high school programs. They will be asked to meet with high school coaches from time to time and may be used to help scout for varsity high school teams.

Middle School Coordinators

The middle school coordinators have the responsibility of overseeing the middle school athletic program in conjunction with the athletic director and principal of the campus.

Grade Level Participation

All 7th Grade students shall participate in middle school at their grade level, with the provision that in exceptional cases a student may be allowed to participate with the permission of the parent, principal, and athletic director. Students who fail and are retained in the 7th Grade may participate on the 8th Grade team if they are passing all subjects in their second year of 7th Grade and if their age meets with UIL requirements. Please refer to UIL Manual each year for a current interpretation.

Number of Games and Tournaments

The athletic director will determine the number of games in all sports, not to exceed the UIL regulations. Tournaments:

- Volleyball 7th and 8th Grade, two (2) each;
- Basketball 7th and 8th Grade boys and girls, two (2) each;
- Track 7th and 8th Grade boys and girls, five (5) track meets each.

Middle School Tournaments

- The tournament must be approved by the athletic director one year in advance.
 - Host school is responsible for total coordination of tournament.
 - Determine Team(s), brackets, rules, and times for games. *Send athletic office the brackets and times for officials; let principal know to assign security.*
 - Admission \$2.00 adults \$1.00
 - Awards - Plaque for 1st Place
 - Order Awards - The middle school coordinator will order plaques and medals for all tournaments
- Entry fees will be no more than \$40.00 per team,

Athletic Training Policies and Procedures

Athletic Physicals

The New Caney ISD physical form has been developed for high school athletics. A cooperative effort must be made by the athletic trainers, the head coach of each sport, and the parent or guardian to have this form completed prior to the athlete participating in a sport.

Athletic physicals and all medical files will be housed in the athletic training office under direct supervision of the athletic trainers. Issuance of athletic equipment is not to be allowed unless clearance has been given by the athletic training department that the athlete has an up-to-date physical and parent information card.

The Athletic Training Department will be the sole source (in cooperation with physicians) regarding decisions involving medical treatment of athletes and their practice/playing status.

Insurance

The Athletic Training Department will be responsible for handling all insurance claims and issues.

Supplemental Accidental Coverage is also available through NCISD. Information regarding this coverage may be obtained through the Athletic Training Office.

Procedures for Handling Claims and Medical Bills:

Medical Bills

Personal health insurance must be applied first on any medical service rendered. A copy of all bills should be sent to the Athletic Training Office (Kristie Hayes or Bryant Spencer) The athlete's insurance plan will serve as secondary coverage after the personal health insurance has been applied.

Claims:

A claim form for every athletic related injury will be initiated by the Athletic Training Department. Claims on injuries will be kept on file in the Athletic Training Office.

All high school injuries will be handled by the trainers and team physicians unless otherwise stated.

Coaches do not make doctor referrals or commitments of payment on medical bills under any circumstances.

Off-Season Injuries:

Claims for off-season injuries will follow the same procedures as in-season injuries. Off-season injuries will only be considered for payment if they occur in adherence with the Constitution and Contest Rules of the UIL.

Athletic Training Room Rules

- Athletes will report at the time prescribed by the Athletic trainer.
- Cleat, spikes, pads and other equipment are not permitted in the training room.
- After practice, athletes must shower and dry off before coming into the training room.
- Do not dress, undress or change clothes in the training room.
- All athletes must be clothed in gym shorts and T-shirts for treatment.
- The training room is not a "lounge."

- Nothing is to be taken without permission.
- “Horseplay” and foul language will not be tolerated.
- Drinks, food and gum are not permitted in the training room.
- Return all wraps, braces and pads.
- Do not bring in shoes, books, purses, coats and other items
- Students are not allowed to leave an academic class for treatment

Procedures Regarding Emergencies

An Athletic Trainer will be the first qualified individual to examine an athlete. If the Athletic Trainer desires further consultation, he/she will consult with the team physician if in attendance. In the absence of a physician, the Athletic Trainer will make the decisions based on his/her experience of having handled previous injuries of this nature. Immediate treatment will be based on the athletic trainer’s knowledge and discretion of the team physician. The decision of whether or not an athlete returns to the contest will rest with the trainer and physician, if available.

If the injury is such that the parents can be the source of transportation to a hospital, the Athletic Trainer or Physician may call on them to transport. If the injury is such that the athlete will not be further injured by staying at the contest, medical consultation may be delayed until after returning to the school. All head coaches will be notified as soon as possible as to the status of the injured athletes.

Other Procedures for Injuries:

HEAD INJURIES:

If the athlete loses consciousness for any period of time he/she will be transported to the hospital by EMS as soon as possible. If the athlete shows unusual signs and symptoms that indicated a head injury he/she will be removed from the contest and observed until said signs and symptoms dissipate. He/she will not play any more unless specifically cleared by the physician or trainer. The following are distinguishing signs and symptoms of a head injury.

- Loss of consciousness
- Disorientation
- Inability to move any body part
- Unequal size of pupils
- Vomiting and/or nausea

After returning to school, if the athlete is still having the signs and symptoms of the head injury, the athlete will be taken to the hospital. If the signs and symptoms have subsided enough so that the athlete is permitted to go home, the parents are notified of the head injury and alerted to the problems that may arise later on in the night. If these problems do arise the athlete is taken to the hospital as soon as possible by the parents.

SUSPECTED SPINAL INJURY

Under no circumstances will the athlete be moved until the physician and trainer have thoroughly examined the athlete to make a tentative diagnosis. Only then will the athlete be move, but proper methods for movement should be used so as not to incur further damage. Transportation by ambulance or EMS will be at the discretion of the physician and trainers. A parent who wishes to ride with the injured athlete may do so to ensure immediate treatment at the hospital.

Internal Chest or Abdomen Injury:

The trainer and physician will both examine and evaluate the extent of the injury determining whether or not the athlete may continue that particular sport. After returning back to the home school, parents should be notified of any symptoms and what to look for in case complications arise.

PROCEDURES FOR STRAINS, SPRAINS, CONTUSIONS, FRACTURES, DISLOCATIONS, AND SEPARATIONS

Etiology, symptoms, and signs noted by Athletic Trainer with consultation from attending physician will determine if further evaluation is needed. Strains, sprains and contusions should be treated with ice (ice massage, ice bag, or immersion in a bucket of ice) along with a wet ace wrap for compression. Elevation should be employed to control swelling. If the athlete experiences difficulty in walking, crutches should be used. All these methods should be continued until the trainer or physician directs otherwise. The following day the injury should be re-evaluated to determine if further consultation is needed. Should the injury be re-injured or fail to respond in the normal time, the athlete is sent to the physician. In all cases, only the trainer and/or physician will determine the playing or practice status of the athlete.

Fractures, dislocations, and separations will be treated in this manner:

Etiology symptoms and signs will determine if this injury should be treated at the scene or if hospitalization is needed. Treatment will include ice compression and splinting to provide immobilization keeping in mind the pain threshold of the athlete. Any further treatment will be directed only by the trainers and or attending physician. Parents might be used to transport the athlete to the hospital for extensive evaluation if the trainers and physicians wish to take this course.

HEAT STROKES

Heat stroke is an acute medical emergency with three major manifestations:

Profound dysfunctions of the central nervous system:

Weakness, dizziness, fainting, loss of consciousness leading to coma.

A temperature of 105 degrees or over

Hot, red, dry skin

There are two forms of heat stroke that can be seen. The classic variety is not associated with exertion. It usually occurs during periods of intense heat waves especially if the humidity is high. Normally, it is seen in the aged, the debilitated, the chronically ill and the obese. The second variety occurs in healthy individuals performing work at such intensity that the heat produced from muscle contraction cannot be dissipated fast enough. Their heat load amounts progressively and high fever follows. We are concerned only with the second form of heat stroke. In nearly all cases this type of heat stroke is preventable.

Steps to take to prevent heat stroke from occurring in healthy individuals who are performing too much work: At the beginning of the athletic season try to schedule practice sessions during cool hours of the day. If this is impossible, the practice session must not be too rigid at the beginning.

Getting use to the heat and being able to work in it is achieved by gradual stepwise increase in the amounts of heat stress. When fully developed, a man can perform work or exercise in a hot climate without discomfort. Before acclimatization, such work might have been intolerable or even fatal.

Plenty of water and ice should be provided all during the practice sessions and the athlete should be encouraged to drink as much as he/she wants.

It was once held true that an individual could not become physically conditioned if he consumed water during practice or a game, this concept could add the possibility of heat stroke and dehydration of body cells.

It is dangerous for overweight athletes to loose weight too rapidly. It is especially dangerous for them to take medicines such as diuretics (medicines to make them urinate more).

It is for the same reason that the entire football uniform complete with helmet need not be worn throughout the entire practice session especially during hot, humid days. There has been some belief that this practice of wearing the entire uniform throughout the practice session is necessary for toughening up of the athletes. Be that as it may, it also causes more interference with heat loss and therefore heat stroke is much more likely to occur.

There are many reasons why amphetamines should not be used by athletes. One of the major reasons is that an athlete is more likely to suffer from heat stroke if he has been using amphetamines. When an athlete is under the influence of amphetamines, he does not recognize the early signs that he would normally recognize because the drug blunts the recognition of fatigue and simultaneously increases the heat load by increased motor activity, a primary result of drug action itself. Therefore, though amphetamines are always dangerous for the athletes, they are even more dangerous during hot weather.

In the past ten years heat stroke has killed approximately 50 players. Next to spinal injuries, it ranks second among reported causes of death in high school athletes. The reported incidence is quite likely much less than the actual figure, because this is a condition that is always preventable and acknowledgment of its occurrence is embarrassing.

Any injury that causes the athlete to miss practice/games or if medical assistance is needed, the injury will be recorded and the parent notified by coaches or trainer. All treatment before and after injury will be kept on a daily record keeping basis.

AWAY GAME PROCEDURES

The trainer will make all decisions regarding treatment, playing status, transportation and parent notification on any injury where a physician is not in attendance. These decisions will be based on the trainer's previous background and knowledge of athletic injuries.

The trainer will keep at all times the welfare of the injured athlete as their prime concern. If a physician is in attendance, the trainer may seek their opinion and the physician may advise concerning treatment, transportation, and playing status of the athlete. If the injury is to the extent that the trainer feels the parents be notified then every attempt will be made to find them and relate the extent of the athlete's injury.

NEW CANEY INDEPENDENT SCHOOL DISTRICT
PROCEDURES FOR EVALUATING COACHES

1. The school principal and the athletic director 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 principal 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 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 regarding the performance of coaches and athletic programs.
4. The Coaches Evaluation Record (CER) will be used to evaluate a coach's performance on and off the playing field. CERs are completed when the coach has completed his/her athletic season and in accordance with district appraisal procedures. Principals may complete an evaluation record ahead of the designated appraisal period if a coach's performance does not meet expectations as defined by the athletic department, campus administration and according to standards established in the CER.
5. Assistant coaches will be evaluated through the CER by the athletic director. The athletic director will consult the head coach in regards to an assistant coach's performance. Performance criteria will then be rated.
6. Evaluations completed prior to the end of the school year may be re-opened and revised to reflect current changes in the coach's performance, if warranted. In this instance, the coach will receive a copy of the adjusted CER
7. Performance criteria will be rated on the following ratings *Exceeds Expectations, Proficient, Needs Improvement, and Unsatisfactory*
8. Evaluations for head coaches will be completed by the athletic director with input from the principal as appropriate.
9. Ratings of *Needs Improvement* or *Unsatisfactory* must be supported with appropriate documentation. Documentation should be developed prior to the completion of the evaluation. Justification for ratings of *Needs Improvement* or *Unsatisfactory* must be provided in the *Comments* section of the CER. All ratings of *NI* or *U* will be addressed by the development of a deficiency plan with recommendations for improvement in the areas documented.
10. A copy of the signed CER will be given to the coach during a private conference. Copies will be sent to the Athletic Department and placed in the employee's Human Resources personnel file.
11. Coaches will receive training on the appraisal instrument and appraisal process at the beginning of each school year and as changes are made. New coaches will receive training as soon as practicable upon hiring.
12. The Athletic Department is available to assist coaches and principals with the appraisal process, as needed.
13. Coaches who disagree with their appraisal may submit a written response to the athletic director no later than ten (10) working days after receiving the CER. If submitted, responses become part of and attached to the appraisal record.

NEW CANEY INDEPENDENT SCHOOL DISTRICT
COACHES EVALUATION RECORD

EMPLOYEE NAME _____ CAMPUS _____
POSITION/SPORT COACHED _____ DATE _____

E= EXCEEDS EXPECTATIONS; P = PROFICIENT; NI = NEEDS IMPROVEMENT; U = UNACCEPTABLE;
N/A = NOT APPLICABLE

PROFESSIONAL AND PERSONAL RELATIONSHIPS

1. _____ Maintains open lines of communication with campus administration both verbally and in writing; regularly update administration and athletic coordinator regarding athletic issues.
2. _____ Provides written lettering award requirements to team members and parents as approved by the Principal (high school only).
3. _____ Provides written team rules, as approved by campus principal, to squad parents.
4. _____ Employs fair and consistent behavior management strategies with all student athletes; heeds due process procedures when investigating student/team misconduct.
5. _____ Dresses appropriately at practices and games as recommended by the Athletic Department and indicated in the Athletic Handbook.
6. _____ Develops effective public relations with the school, parents and community.
7. _____ Supports student athletes/athletic program by participating in sports related school functions
8. _____ Maintains appropriate professional conduct towards players, coaches, officials, and patrons at athletic practices and games.
9. _____ Works cooperatively with coaches at the elementary, middle school and high school levels to develop a coordinated, comprehensive, and vertically aligned athletic program.
10. _____ Promotes all sports in the athletic program and fosters school spirit and pride.
11. _____ Establishes and maintains open lines of communication with students and parents.
12. _____ Works cooperatively with coaching staff.
13. _____ Works cooperatively with campus administration.

COACHING PERFORMANCE

1. _____ Models respect for athletes, coaches, officials and patrons during all coaching situation and athletic events.
 2. _____ Provides responsible supervision for student athletes.
 3. _____ Demonstrates knowledge and expertise in his/her sport.
 4. _____ Develops and implements effective leadership strategies that foster individual and team success.
 5. _____ Designs flexible, well-coordinated and well-organized practice/game schedules that maximize team, staff and facility resources.
 6. _____ Models the fundamental philosophy, skills and techniques endorsed by the NCISD Athletic Department for student athletes.
 7. _____ Demonstrates respect and good sportsmanship on and off the playing field; establishes expectations for student athletes and staff to do the same.
 8. _____ Updates coaching techniques and ideas.
 9. _____ Models effective leadership skills that promote positive attitudes and efforts among student athletes
 10. _____ Follows required guidelines for addressing student injuries as found in the athletic handbook, board policy and district Procedures.
 11. _____ Delegates' responsibility to assistant coaches while maintaining full responsibility for the program or sport (head coaches only).
 12. _____ Uses effective, appropriate motivational strategies that comply with the Educators Code of Ethics for teachers and coaches, board policy, and athletic department requirements.
 13. _____ Places appropriate emphasis on the role of competitive athletics in the total development of the student athlete.
 14. _____ Communicates to student athletes the importance of accepting responsibility for their own decisions and behavior on and off the playing field.
 15. _____ Utilizes effective scouting methods and techniques to improve team's performance.
 16. _____ Achieves optimal individual and/or team performance levels that extend beyond season win-loss records.
-

Comments/Commendations: _____

RELATED COACHING RESPONSIBILITES

1. _____ Actively participates in campus initiatives which address academic success.
2. _____ Ensures all student athletes meet eligibility requirements in accordance with UIL competition guidelines.
3. _____ Encourages athletes to participate in as many sports as desired.
4. _____ Supports student athletes' participation in other school related activities.
5. _____ Encourages and/or facilitates opportunities for athletes to further develop individual and team skills during pre and post-season periods (high school only).
6. _____ Demonstrates a willingness to share athletic facilities with other school-related programs.
7. _____ Attends in-services, athletic department/school meetings and sports clinics necessary for the growth of the athletic program and the improvement of coaching performance.
8. _____ Attends all meetings, practices, and athletic events at designated times.
9. _____ Follows requirements as described in the Athletic Handbook, board policy and district procedures. and follows rules and regulations set forth by all governing agencies, including but not limited to: UIL, TEA, NCISD Board of Trustees, the District, professional organizations and campus administration.
10. _____ Submits required documents as listed in the Athletic Handbook to the campus and Athletic Department in a timely manner.
11. _____ Provides a written report to campus administration and the Athletic Department regarding any critical incident as soon as practical and not later than 24 hours after the incident, unless otherwise required by the school principal or the Athletic Department.
12. _____ Assumes responsibility for the proper procurement and care of athletic equipment.
13. _____ Maintains and prepares facilities and equipment for practice and competition in accordance with athletic department, board policy and district procedures.

- 14. _____ Follows district guidelines for the purchase of equipment as specified in the Athletic Handbook, board policy and district procedures.
- 15. _____ Follows district guidelines related to student activity accounts as specified in the Athletic Handbook, board policy and district procedures.
- 16. _____ Maintains expenditures for the assigned sport within the budget in accordance with board policy and district procedure. (Head Coaches only).

Comments/Commendations: _____

Signature: _____
Coach

Date: _____

Signature: _____
Head Coach

Date: _____

Signature: _____
Athletic Director

Date: _____

If you disagree with this appraisal, you may submit a written response no later than 10 working days after receiving the CER. All written correspondence will become permanent documents attached to the appraisal instrument.

COACHES EVALUATION RECORD/PERFORMANCE DESCRIPTORS

PROFESSIONAL AND PERSONAL RELATIONSHIPS

Maintains open lines of communication with campus administration both verbally and in writing; regularly updates administration and athletic coordinator regarding athletic issues.

PERFORMANCE DESCRIPTOR: Meets with administrators on a regular basis or as needed; shares coordinator agendas with appropriate staff; reports issues of concern to designated individual (s) in a timely manner.

***Provides written lettering award requirements to team members and parents as approved by the principal (high school only).*

PERFORMANCE DESCRIPTOR: Maintains filed copies of current team lettering requirements that have been approved by the campus principal and signed by student athletes and parents.

***Provides written team rules, as approved by campus principal, to squad members and parents.*

PERFORMANCE DESCRIPTOR: Maintains filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents.

***Employs fair and consistent behavior management strategies with all student athletes; heeds due process procedures when investigating student/team misconduct*

PERFORMANCE DESCRIPTOR: Implements a written discipline management plan that is fair, consistent, allows for due process for student athletes, and maintains individual and team discipline in a positive manner. Teams rules should be clearly defined and include a progression of consequences from verbal/written warnings, coach/team discipline, parent notification, suspension, or, in extreme cases, removal from team. Specific rules should reference behavior consequences for: unexcused absences from school and/or games, tardiness, un-sportsmanship-like behavior, and violating the student code of conduct. Major infractions such as felonies may result in immediate removal from the team.

***Dresses appropriately at practices and games as recommended by the Athletic Department and indicated in the Athletic Handbook.*

PERFORMANCE DESCRIPTOR: Exhibits sports-appropriate dress and appearance during athletic practice and game situations. Coaching attire in school colors will be worn at practice. Professional attire in game situations will be sport-specific.

**Develops effective public relations with the school, parents and the community.*

PERFORMANCE DESCRIPTOR: Develops and maintains good public relations with colleagues, parents and community. Attends booster club meetings, reports scores and stats to newspapers, holds parent meetings at the beginning of the season, and posts game results on district website.

*** Supports student athletes/athletic program by participating in sports related school functions.*

PERFORMANCE DESCRIPTOR: Shows interest in student athlete's accomplishments on and off the playing field. Attends Parents' Night, sports banquets, athletic awards ceremonies and pep rally assemblies. Prepares and send recommendation letters to colleges on behalf of future athletes.

*** Maintains appropriate professional conduct towards players, coaches, officials, and patrons at athletic practices and games.*

PERFORMANCE DESCRIPTOR: Demonstrates diplomacy, tact, self-control and respect for all.

***Works cooperatively with coaches at the elementary, middle school and high school levels to develop a coordinated, comprehensive, and vertically aligned athletic program.*

PERFORMANCE DESCRIPTOR: Works with cluster coaches at every level to develop well-coordinated, vertically aligned athletic programs by visiting area campuses, observing athletic practice and games. Coaches are expected to run the same offensive and defensive schemes/systems throughout the cluster in appropriate sports.

***Promotes all sports in the athletic program and fosters school spirit and pride.*

PERFORMANCE DESCRIPTOR: Provides leadership in the development and implementation of the total campus athletic program; promotes positive staff morale, attitudes and enthusiasm.

11. ***Establishes and maintains open lines of communication with students and parents.*

PERFORMANCE DESCRIPTOR: Organizes and prepares pre-season meetings with parents to review team policies, procedures, calendar and additional information regarding the upcoming sports season. Conducts parent/coach conferences as needed.

***Works cooperatively with coaching staff.*

PERFORMANCE DESCRIPTOR: Accepts and acts upon constructive criticism in a professional manner. Develops loyalty, flexibility and a spirit of cooperation among colleagues, campus administration and athletic department.

***Works cooperatively with campus administration.*

PERFORMANCE DESCRIPTOR: Accepts and acts upon constructive criticism in a professional manner. Develops loyalty, flexibility and a spirit of cooperation among colleagues, campus administration and athletic department.

***Works cooperatively with the Athletic Department.*

PERFORMANCE DESCRIPTOR: Accepts and acts upon constructive criticism in a professional manner. Develops loyalty, flexibility and a spirit of cooperation among colleagues, campus administration and athletic department.

COACHING PERFORMANCE

Models respect for athletes, coaches, officials and patrons during all coaching situations and athletic events.

PERFORMANCE DESCRIPTOR: Acts as a role model for athletes by exhibiting integrity, dependability, emotional stability and maturity. Demonstrates fairness and patience with team members. Provides constructive criticism and is generous with praise. Teaches respect for officials and their decisions. Exhibits appropriate dress code and appearance.

Provides responsible supervision for student athletes.

PERFORMANCE DESCRIPTOR: Provides effective team supervision on and off campus grounds before, during and after practices and games.

Demonstrates knowledge and expertise in his/her sport.

PERFORMANCE DESCRIPTOR: Makes good decisions during game situations, teaches fundamental skills and appropriate drills.

.Develops and implements effective leadership strategies that foster individual and team success.

PERFORMANCE DESCRIPTOR: Develops written rules and procedures for student athletes. Motivates players to give maximum effort at all times. Coaches all players. Encourages the development of strong, positive and competitive attitudes among players.

Designs flexible, well-coordinated and well-organized practice/game schedules that maximize team, staff and facility resources.

PERFORMANCE DESCRIPTOR: Organizes and prepares for daily practices. Organizes and develops creative game plans and weekly itineraries. Efficiently delegates responsibility to assistant coaches. Plans and executes programs to achieve short and long term goals.

.Models the fundamental philosophy, skills and techniques endorsed by the NCISD Athletic Department for student athletes.

PERFORMANCE DESCRIPTOR: Keeps current with, demonstrates knowledge of and adheres to SAISD Athletic Department, board and district policies.

Demonstrates respect and good sportsmanship on and off the playing field; establishes expectations for student athletes and staff to do the same.

PERFORMANCE DESCRIPTOR: Encourages positive interactions and good sportsmanship between athletes and opponents. Enforces a “no taunting” policy and teaches/models respect for officials and their decisions.

Updates coaching techniques and ideas.

PERFORMANCE DESCRIPTOR: Keeps abreast of and utilizes new and innovative concepts, ideas, and current technology through clinics, reading material, observation of competitors and other teams; sharing ideas with colleagues and peers. Maintains involvement in professional organizations.

Models effective leadership skills that promote positive attitudes and efforts among student athletes.

PERFORMANCE DESCRIPTOR: Exhibits positive attitude and enthusiasm.

Follows required guidelines for addressing student injuries as found in the Athletic Handbook, board policy and district procedures.

PERFORMANCE DESCRIPTOR: Self-explanatory

Delegates responsibility to assistant coaches while maintaining full responsibility for the program or sport (Head Coaches only)

PERFORMANCE DESCRIPTOR: Self-explanatory

Uses effective, appropriate motivational strategies that comply with the Educators Code of Ethics for teachers and coaches, board policy, and athletic department requirements.

PERFORMANCE DESCRIPTOR: Provides recognition of athletes' accomplishments. Promotes positive team morale. Motivates players to give maximum effort at all times using strategies such as pre-game and half-time pep talks.

Places appropriate emphasis on the role of competitive athletics in the total development of the student athlete.

PERFORMANCE DESCRIPTOR: Involves all athletes in team concepts, promoting growth of character in student athletes.

Communicates to student athletes the importance of accepting responsibility for their own decisions and behavior on and off the playing field.

PERFORMANCE DESCRIPTOR: Maintains individual and team discipline in a fair and positive manner. Enforces team rules consistently. Notifies parents, athletic coordinator and campus administrators when extreme discipline (such as dismissal) is required.

Utilizes effective scouting methods and techniques to improve team's performance.

PERFORMANCE DESCRIPTOR: Assign scouts, uses and interprets scouting reports, and incorporates the information gained into game plans.

Achieves optimal individual and/or team performance levels that extends beyond season win-loss records.

PERFORMANCE DESCRIPTOR: Athletes demonstrate correct fundamental skills, have good attitudes, demonstrate team work, exhibit high levels of competitiveness, and participate in organized, consistent practices. Coaches are able to maintain and increase student athlete participation in their sports programs.

RELATED COACHING RESPONSIBILITIES

Actively participates in campus initiatives which address academic success.

Ensures all student athletes meet eligibility requirements in accordance with

PERFORMANCE DESCRIPTOR: Shows interest in the classroom endeavors of student athletes. Initiates study hall and tutoring sessions, supports campus efforts and initiatives, encourages student participation in Saturday School, and consistently monitors students' academic progress. Establishes and maintains appropriate coach/student athlete relationship.

UIL competition guidelines.

PERFORMANCE DESCRIPTOR: Demonstrates promptness and efficiency with clerical work related to student athlete eligibility: physicals, parent approval, insurance, transfers, end-of-season reports, academic eligibility, equipment, inventories, etc.

Encourages athletes to participate in as many sports as desired.

PERFORMANCE DESCRIPTOR: Facilitates complaints from parents/students regarding coaches' pressuring athletes to participate in a particular sport. Coordinates opportunities for coaches of other sports to invite athletes to participate in their sport; allows athletes to go to off-season programs in a fair manner.

Supports student athletes' participation in other school related activities.

PERFORMANCE DESCRIPTOR: Supports participation in other sports and school activities of interest to the student athlete: band, fine arts, student council, ROTC, etc. Makes an effort to attend students' activities, and works with other club sponsors to allow adequate practice time among shared activities.

Encourages and/or facilitates opportunities for athletes to further develop individual and team skills during pre and post-season periods (high school only).

PERFORMANCE DESCRIPTOR: Opens gym and weight room during off-season, holiday and summer periods; encourages year-long, sport-specific conditioning programs. Provides information related to summer sports leagues and tournament opportunities.

***Demonstrates a willingness to share athletic facilities with other school-related programs.*

PERFORMANCE DESCRIPTOR: Aids in promoting effective school and public relations by sharing athletic facilities for faculty/student athletic competitions; offers the gymnasium for large group activities; allows for community education classes, fitness and health-related activities in athletic areas, track, etc.

***Attends in-services, athletic department/school meetings and sports clinics necessary for the growth of the athletic program and the improvement of coaching performance.*

PERFORMANCE DESCRIPTOR: Engages in continuous professional improvement and learning as provided by the SAISD. Attends booster club meetings, reports scores and stats to newspapers, holds parent meetings at the beginning of the season, posts game results on the district website.

***Attends all meetings, practices, and athletic events at designated times.*

PERFORMANCE DESCRIPTOR: Self-explanatory

***Follows requirements as described in the Athletic Handbook, board policy and district procedures.*

PERFORMANCE DESCRIPTOR: Self-explanatory

***Understands and follows rules and regulations set forth by all governing agencies, including but not limited to: UIL, TEA, SAISD Board of Trustees, the District, professional organizations and campus administration.*

PERFORMANCE DESCRIPTOR: Self-explanatory

***Submits required documents as listed in the Athletic Handbook to the campus and Athletic Department in a timely manner.*

PERFORMANCE DESCRIPTOR: Self-explanatory

*** Provides a written report to campus administration and the Athletic Department regarding any critical incident as soon as practical, and not later than 24 hours after the incident, unless otherwise required by the school principal or the Athletic Department.*

PERFORMANCE DESCRIPTOR: Critical incidents must be reported to the campus principal and athletic department within 24 hours of occurrence; emergency situations must immediately be reported by phone to the school principal. An explanation of specific critical incidents can be found in the NCISD Athletic Department Handbook.

***Assumes responsibility for the proper procurement and care of athletic equipment.*

PERFORMANCE DESCRIPTOR: Organizes the effective issuance and collection of athletic equipment; plans for the efficient purchasing, storage, and security of equipment. Inspects and maintains equipment to ensure student safety. Purchases, stores and secures equipment as per district, athletic department and campus guidelines.

*** Maintains and prepares facilities and equipment for practice and competition in accordance with athletic department, board policy and district procedures.*

PERFORMANCE DESCRIPTOR: Maintains district's standards of game uniforms. Supervises and maintains cleanliness of weight rooms, dressing rooms, and athletic facilities.

***Follows district guidelines for the purchase of equipment as specified in the Athletic Handbook, board policy and district procedures.*

PERFORMANCE DESCRIPTOR: Self-explanatory

***Follows district guidelines related to student activity accounts as specified in the Athletic Handbook, board policy and district procedures.*

PERFORMANCE DESCRIPTOR: Self-explanatory

**Maintains expenditures for the assigned sport within the budget in accordance with board policy and district procedure. (Head Coaches only).*

PERFORMANCE DESCRIPTOR: Self-explanatory

NCISD Athletic Department Description of Duties.

NCISD Director of Athletics

Reports to the Superintendent of Schools.

General

The Director of Athletics shall organize and administer a competitive athletic program within the guidelines of the New Caney Independent School District's Athletic Department philosophy and objectives.

Specific Duties and Responsibilities

- Supervise the athletic program of the Junior High Schools and High Schools.
- Prepare and maintain an Athletic Department Handbook
- Recommend for employment prospective staff members that meet the high quality standards that the New Caney Independent School District expects in the classroom and on the field.
- Oversee all interscholastic contests.
- Direct the business affairs of the athletic program including the preparation and administration of the budget.
- Make periodic reports as requested on the operations of the athletic department.
- Evaluate designated coaches and staff within the Athletic Department.
- Manage compliance with UIL District assignments..
- Develop, implement and re-evaluate the goals and objectives of the athletic department.
- Responsible for all administrative issues relating to the athletic program.
- Develop and oversee all aspects of athletic staff development 7-12.
- Ensure Title IX compliance
- Conduct all UIL compliance meetings/end of season meetings.
- Coordinate with the head coaches for all summer camps.
- Ensure UIL compliance and procedural requirements.
- Direct all playoff arrangements.
- Coordinate and manage all procedures and workers for athletic contests.
- Manage and evaluate all NCISD athletic facilities.

Girls Athletic Coordinator

Reports to the Athletic Director, Principal

The girls coordinator is responsible for assisting the Athletic Director in overseeing and managing the girls sports programs within NCISD.

- Works with the coaching staff to ensure adherence to U.I.L. and district regulations, rules, policies and procedures.
- Works with the coaching staff to promote team appreciation of physical health, competition and good sportsmanship.
- Works with the coaching staff to provide proper supervision of team members during all practices, games, travel and related athletic events
- Coordinates with the Director of Athletics and works with the coaching staff to provide access to the facilities for practices and games.
- Supervises or designates someone to supervise the athletic facility whenever it is in use.
- Arranges sharing of space and facilities among sports within the constraints of school schedules.
- Orients new coaches.
- Assists the principal and director of athletics in evaluation of high school coaches in their coaching responsibilities.
- Provides supervision of home athletic events.
- Arranges dressing space and hospitality for officials, coaches and visiting teams for girls sports.
- Works closely with the Athletic Booster Club.
- Works with the coaching staff to develop good community relations through the example they set through appearance at appropriate events.

High School Head Coach

Reports to Athletic Director, Principal

- Responsible for drawing up and submitting the budget requests.
- Responsible for requisition of athletic equipment.
- Responsible for preparing inventories of all equipment.
- Responsible for preparing and submitting the athletic schedule for athletic director and principal's approval.
- Responsible for athletes' physical examinations, birth certificates, rule acknowledgment, parent permission, insurance information card and maintaining file in coach's office.
- Responsible for checking athletes' grades and eligibility of athletes.
- Responsible for organizing and coordinating sub-varsity practices and games.
- Responsible for making transportation arrangements by sending in bus requests for tournaments and games.
- Responsible for securing all game officials and turning in their names, addresses, and social security numbers in to the athletic office the day after the game.
- Responsible for making sure game site is ready for play.
- Responsible for making arrangements for food and travel money and turning in receipts to the athletic office the next working day after the game.
- Responsible for organizing the high school program and coordinating the middle school program.
- Responsible for submitting athletic rosters to the athletic office for awards and awards programs.
- Responsible for the conduct and appearance of athletes when traveling and representing the school.
- Responsible for the maintenance and *upkeep* of your competition area and equipment.
- Responsible for making arrangements for food and travel money and turning in receipts to the athletic office as soon as possible.
- Responsible for organizing and supervising all off-season programs.
- Responsible for organizing scouting schedules.
- The head coach must adhere to the U.I.L. policies on starting dates, number of tournaments, and number of games or scrimmages the team will play.
- Perform all duties as assigned by the building principal and athletic director.
- Responsible for conducting well organized practices that demand excellence out of athletes.
- Speak to middle school players to encourage them to continue their athletics in high school

Middle School Coordinator

Reports to campus Principal and Athletic Director.

- The middle school coordinator is in immediate charge of the boys/girls athletic programs in the school.
- Responsible for drawing up and submitting budget requests.
- Responsible for requisitioning equipment.
- Responsible for upkeep and inventory of all office and building equipment.
- Responsible for organizing the middle school program in coordination with the high school program.
- Responsible for the discipline and conduct of athletes.
- Scout for high school programs as scheduled by head coach.
- Make out injury reports to be sent to the high school athletic trainer and see that proper care is given to all injuries. Send all doctor bills pertaining to athletic injuries at your school to the high school athletic trainer. .
- Turn in names, addresses, and social security numbers of officials on the proper form to the athletic office the day after the game.
- Responsible for obtaining transportation to away games.
- Responsible for food money from the athletic office for out of town trips and returning receipts in to that office the next working day after the game.
- Head an off-season program for all athletes.
- Responsible for maintenance of the middle school athletic facilities.
- Perform such other duties as may be assigned by the principal, athletic director, and high school head coach
- Responsible for organizing and conducting organized practices that demand excellence from athletes.

Athletic Trainer

Reports to the Athletic Director and Campus Principal

The Athletic Trainer is responsible for the care, prevention and rehabilitation of athletic injuries and illnesses of members of all district athletic teams.

- Administers emergency care to the injured.
- Attends home and away varsity football games.
- Attends all other home varsity-level sport events.
- Administers emergency injury care to athletes, including varsity team members, as well as to sports fans attending home games.
- Coordinates on-the-spot emergency care procedures and transportation of injured athletes if needed.
- Coordinates information among coaches, parents and physicians if needed.
- Maintains a well-supplied co-ed training room facility.
- Establishes procedures for training room.
- Maintains an orderly and sanitary training room at all times.
- Verifies that the training room is functioning efficiently and safely.
- Selects orders and maintains all athletic training supplies and equipment.
- Provides and maintains a well-stocked medical kit for each athletic team.
- Provides follow-up care and communication for injured/ill athletes.
- Acts as a liaison among the athletes, the parents, coaches and the physicians involved.
- Follows prescribed treatment of the school or family physician for injured athletes.
- Plans rehabilitative exercise programs for injured athletes in cooperation with the physicians.
- Advises a coach regarding status of injured athletes and recovery progress.
- Works with coaches to develop conditioning programs to decrease chances of injury.
- Provides preventative care and instruction.
 - Administers taping, wrapping, padding, bandaging, bracing, and splinting, daily wound care and foot care.
 - Counsels athletes regarding general principals of diet, exercise, and rest.
 - Works with athletes seeking counsel for their physical or mental well-being.
- Assists with administrative duties of the athletic program.
 - Contacts parents to advice of needed attention prior to medical treatment when a problem exceeds the trainer' expertise.
 - Aids the equipment manager or coach in the selection and fit of protective equipment based on research-designed safety features.
 - Completes injury reports for athletes who incur illness/ injuries requiring medical referral.
 - Maintains daily records of all athletes receiving care in the training room.
- Participates in the National Athletic Injury/Illness Reporting System to support compilation of accurate statistics at the high school level.
- Organizes and assists with administration of physicals for district athletes.
- Collects and organizes physical forms, birth certificates and emergency information data for athletes participating in all sports.
- Submits a comprehensive list of all athletes participating in each sport for insurance purposes.
- Assists coaches in completing and forwarding an accurate eligibility list to the district committee and the state U.I.L. office
- Participates in program activities of the athletic teams.

NEW CANEY ISD ATHLETIC DEPARTMENT

POLICY FOR STUDENT RANDOM DRUG TESTING

OVERVIEW

The procedure for initial and random drug testing of students is accomplished in conjunction with an independent drug-testing Vendor selected by the Board of Education. Following the initial student testing, the primary contact provides the Vendor with a list of eligible students and the Vendor in turn randomly selects up to 100% of these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification results. Results are reported to the primary or secondary contact by the MRO. Specimens are collected as split specimens. If the sample is positive, the student is offered options of participation in a drug assistance program.

STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by New Caney ISD students is present, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, through participation in extra-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is:

- To provide for the health and safety of all Students,
- To allow each student to make a commitment against drug and alcohol use,
- To undermine the effects of peer pressure by providing a effective tool for Students to refuse to use illegal drugs and alcohol
- To ensure the health and safety of each student athlete during practice and performance,
- To encourage educational assistance to student athletes who may be identified as having substance abuse problems,
- To deter drug use by student athletes participating in the UIL athletic program.

The program is non-punitive. It is designed to create a safe, drug free environment for student and assist them in getting help when needed.

SUPPORTING DATA

Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of Vernonia School District 47j (Oregon) vs. Wayne and Judy Acton. Random urine drug tests of public schools extra-curricular activity students is legal as determined by Pottawatomie County Independent School District #94 vs. Earls. The students subject to testing will be determined by the New Caney ISD School Board based upon these two Supreme Court Rulings.

PROCEDURES FOR STUDENTS

Informed Consent for Testing

- **At the time of registration into the NCISD Athletic Program, students and parent/guardian/custodian complete and sign the *New Caney ISD Athletic Code of Conduct and Drug-Testing Consent Form*.**
- **No student may participate in practice or competition until this form is properly executed and on file with the Primary Contact**

Urine Drug Testing Frequency

The New Caney ISD School Board will determine the frequency and number of students tested. Any student who refused to submit to urine drug testing will not be allowed to practice or participate in extra-curricular activities.

Sample Collection

Samples will be collected as outlined under Vendor Requirements. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Arrangements may be made for special collection site with prior approval of the Primary Contact..

CONFIDENTIALITY OF RESULTS

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them, as set forth in this Policy must sign a Confidentiality Statement.

VENDOR REQUIRMENTS

At a minimum, the Vendor must be able to provide the following services:

Random Selection of Students

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to weekly, the Vendor will arrange with the primary contact a day and time to do collection of specimens. The schedule will not follow any recognizable pattern. Upon the Vendor's arrival at the school, the selected student names will be given to the primary contact, who will arrange for these students to report to the collections area.

Collection of Urine Specimens

The Vendor will oversee the collection of urine specimens as outlined in the *Procedures for Random Urine Drug Testing of New Caney ISD Students*. Chain of Custody forms that meet the criteria of this Policy and that of the testing laboratory will be provided by the Vendor. Students will be given as much privacy as possible in the obtaining of the specimen.

Testing of Urine Specimens

- **The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administrator (SAMHSA) following the guidelines of the Department of Health and Human Services.**
- **The testing laboratory should have greater than 5 years experience in toxicology testing and chain-of-custody procedures.**
- **All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by Gas Chromatography/Mass Spectroscopy (understanding that no current GC/MS test is available for LSD).**

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The New Caney ISD School Board may specify specific classes or substances to be tested.

Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Nicotine, Opiates, Phencyclidine, Propoxyphene, Rohypnol, Ecstasy. The New Caney ISD School Board may, at its own discretion, add any legal or illegal substance to this list.

Medical Review Officer Services

The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a MRO. Additionally, the MRO must demonstrate a willingness to abide by the *Procedure for Random Urine Drug Testing of New Caney ISD Students* as to the valuation of positive drug test and reporting finding to the primary contact in a timely and confidential manner.

The MRO or an authorized representative of the MRO will attempt to contact the parent or guardian of the student within one school day after receiving a confirmed positive test result. If the MRO or representative is unable to contact any parent or guardian within one school day, the MRO or representative will ask the school's primary contact for help in locating the student's parent or guardian. This request in no way implies a positive result. The primary contact should only assume that the MRO has questions for the student's parent or guardian.

Reporting of Random Urine Test Results by Vendor

The MRO or representative will report the result of a verified positive test to the Primary Contact. This report will be within one school day after a result has been verified with the student's parents or guardian.

Statistical Reporting and Confidentiality of Results

The vendor, testing laboratory or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without the expressed written consent of the New Caney ISD Board of Education. However, the Vendor will provide the primary contact with a quarterly report showing the number of test performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug test pursuant to this policy will not be documented in any student's academic record. Information regarding the results of drug test will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process.

SCOPE

- **The drug-testing program of the New Caney Independent School District applies to all students in grades 7-12 participating in the UIL athletic program.**
- **UIL athletic events are listed in the publication Constitution and Contest Rules for the current school year.**
- **A copy of the publication may be obtained from the Athletic Director's office, Principal's office, Superintendent's office or at the website www.uil.utexas.edu.**

SELECTION FOR TESTING

- **All students in grades 7-12 who wish to participate in UIL athletics must declare their intention to participate at the time of their registration into the NCISD Athletic Program.**
- **Students who fail to declare their intention to participate in UIL athletics in a timely manner may be required to submit to a drug test at their own expense before being allowed to participate.**
- **Upon reasonable suspicion that a student is under the influence while at school or a school-related activity or immediately before or after attending school or a school-related activity, because of reasonable suspicion may be drug tested at the request of the Primary Contact,**

The Superintendent may allow students to volunteer to be drug tested.

Sample Collection and Testing Procedures

- **Each student athlete and his/her parents or guardian shall be required to sign a drug-testing consent form each school year before the student shall be eligible to participate in the UIL athletic program. (Students 18 years of age, or older, may choose to sign the consent form without parental or guardian consent.)**
- **Students who are selected to be tested for drug use will be required to provide a urine sample within three hours of being notified of their selection. Failure to provide a urine sample will be treated as a positive test.**
- **If at any time during the sampling procedure a collector has reason to believe that a student is tampering with the sample, the collector may inform school officials, who will then determine if a new sample should be obtained. The questionable sample shall be properly identified as such, and sent to the laboratory with a second sample.**

Any attempt to tamper with a sample may result in disciplinary action.

SANCTIONS FOR POSITIVE TESTING

All offenses are cumulative for a student's enrollment in grades 7-12.

Refusal to Test: Each time a student refuses to test a drug/alcohol test, after having signed the *Drug-Testing Consent Form*, will be treated as a positive test. If a student whose name is on the test list should leave school without testing, it will be treated as a positive test.

First Offense: As the result of a first offense, the student will be suspended from participation in UIL athletics for a period of 15 school days. Additionally the student must agree to submit to further testing for the next 10 regularly scheduled drug screenings.

Second Offense: As the result of a second offense, the student will be suspended from participation in UIL athletics for 30 school days. Additionally the student must agree to submit to further testing for the next 10 scheduled drug screenings.

Third Offense: As the result of a third offense, the student will be suspended from participation in UIL athletics for 1 calendar year. Additionally the student must agree to submit to further testing for the next 10 scheduled drug screenings.

Fourth Offense: As the result of a fourth offense, the student will no longer be eligible to participate in the UIL athletic program.

Terms of Suspension: The terms of a suspension include all competitions, activities and or events associated with UIL athletics within NCISD. Offenders will be allowed to practice during the suspension term.

Parental Involvement: A student's parents or guardian will be encouraged to participate in educational opportunities offered by the Drug Testing Vendor.

Complaint Process

Parental question or complaints will be addressed in accordance with policy FNG (Local). A copy of this policy may be obtained from the Principal's office or the Superintendent's office.

NEW CANEY INDEPENDENT SCHOOL DISTRICT

DRUG-TESTING CONSENT FORM

I have received and reviewed a copy of the Procedures for Drug-Testing of Athletes, which applies to all students in grades 7-12 participation in UIL athletics. I hereby agree to participate in the New Caney ISD drug-testing program. As a NCISD student athlete I also agree to make the commitment to be drug free.

Date

Parent/Guardian Signature

Home Telephone Number

Student Name (Printed)

Student Grade

Student Signature

Student Social Security Number

Please note: This document includes two copies of this form. Please sign and date both copies and forward the inserted copy to the Athletic Director's office.

Approved by the Board of Trustees 7/22/03