

**Itasca ISD
ATHLETIC
HANDBOOK
2022-2023**



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Introduction

In preparation for the privilege of serving the athletes of Itasca Independent School District, this handbook is to familiarize coaches, athletes, and administrators with the policies and procedures of the district's athletic program. We hope this handbook will serve as a reference guide, answering questions that may come up during the year. We will operate within the guidelines of the Texas Education Agency and the Itasca Board of Managers. We will follow all rules of the University Interscholastic League and National Federation of High Schools. It will remain our strongest desire to conduct an athletic program that provides a quality educational experience for all scholars involved and promotes Itasca ISD with Pride. The opportunity for a scholar to represent their school as a member of an athletic team is a privilege.

We are aware that being involved in athletics demands a lot of time and dedication from our coaches and players. As a coach, the players and program reflect your attitudes, preparation, beliefs, and work ethic. This may not translate into a superb win-loss record, but it does mean your programs will look like winners through discipline, responsibility, work ethic, and pride.

We all want an athletic program that will be a compliment to Itasca Independent School District and I ask that everyone work together as a team to make this a reality.

The success of this handbook will depend on the consistent application of its content by all staff members.

Ricky Torres
Itasca ISD Director of Athletics

"In the end, it's extra effort that separates a winner from second place. But winning takes a lot more than that, too. It starts with complete command of the fundamentals. Then it takes desire, determination, discipline, and self-sacrifice. And finally, it takes a great deal of love, fairness and respect for your fellow man. Put all these together, and even if you don't win, how can you lose?"

Jesse Owens

Itasca Wampus Cats!

SCHOOL COLORS:

THE BLACK & GOLD SCHOOL SONG

Whenever we see the Black and Gold,
We're reminded of our special pride,
It's a pride that comes from the days of old
A Pride for our Wampus Cat guide.
March on, March on onward to victory.
We stand United with our heads held high,
Were the Wampus Cats of old Itasca High.

2A-District Alignments

Region 2, District 7 Region 2, District 7-2A Football: Axtell, Cayuga, Italy, Itasca, Kerens, Malakoff Cross Roads, Rio Vista

Region 2, District 13 Region 2, District 13 -2A Volleyball: Frost, Italy, Itasca, Rio Vista

Region 2, District 12 Region 2, District 12-2A Basketball (B & G): Frost, Hamilton, Italy, Itasca, Rio Vista, Valley Mills

Region 2, District 12 Region 2, District 12-2A Softball (G): Hamilton, Hico, Itasca, Rio Vista, Blum, Covington, Jonesboro, Kopperl, Meridian

Region 2, District 15 Region 2, District 15-2A Baseball (B): Frost, Italy, Itasca, Rio Vista, Abbott, Avalon, Blum, Covington, Kopperl, Milford

Region 2, District 12 Region 2, District 12-2A Cross Country (B & G): Frost, Hamilton, Italy, Itasca, Rio Vista, Valley Mills

Region 2, District 12 Region 2, District 12-2A Track (B & G): Frost, Hamilton, Italy, Itasca, Rio Vista, Valley Mills

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SECTION 1:
ATHLETIC MISSION/PHILOSOPHY/OBJECTIVES

A. Itasca ISD ATHLETIC MISSION STATEMENT

To build our student athletes into women & men of character. Although athletics may only last for a duration of time, it mimics life, and the concepts and attitudes learned from these experiences should last a lifetime, because of this, we will teach excellence without compromise.

Motto for Itasca Athletic Department

“Compete! Refuse to Lose”

B. ATHLETIC PHILOSOPHY

Interscholastic athletics is an integral part of the overall educational process. The philosophy of the athletic program of the Itasca Independent School is to develop and maintain a broad based program of competitive sports that will afford all interested students an opportunity for an affirmative as well as safe athletic experience. It is our belief that athletics, when utilized properly, serves as a potential medium through which optimum growth-physical, mental, emotional, social, and moral-of the participants may be fostered. To facilitate this invaluable educational experience, the Itasca Athletic Department must strive to provide its participants with the most qualified staff members, the best possible equipment, and the finest possible facilities. As a result, our athletic programs will continue to develop young men and women to become constructive, contributing members of society.

C. OBJECTIVES OF THE ATHLETIC DEPARTMENT

The primary goal of our athletic programs is to offer the best possible opportunity for participation for every student who has the ability and more importantly the desire to do so. These objectives will better help the athlete persevere later in life. This privilege to participate in athletics is centered on the following:

1. Earn Trust
2. Set standards with great clarity
3. Equip and inspire athletes to live up to the standards
4. Provide hope and opportunity
5. Encourage
6. Execute
7. Engage
8. Maximize our athletes

9. Protect the social and emotional wellbeing of our athletes
10. District, Playoffs, State
11. Ensure the Athletic Department objectives support the total mission of the district
12. Model great sportsmanship at all times.

D. ATHLETIC OFFERINGS

The sports program of the Itasca Athletic department shall include:

HIGH SCHOOL JUNIOR HIGH (7th & 8th)

BOYS GIRLS Football Volleyball (G & B) Basketball (G & B) Track (G & B)

Scheduling and starting dates for sports shall be in compliance with UIL (University Interscholastic League) guidelines.

SECTION 2: ATHLETIC STAFF ORGANIZATION

A. ATHLETIC DIRECTOR (AD): The athletic director shall have the responsibility of general supervision of the overall athletic programs. The AD shall be directly responsible to each campus principal for the program on that particular campus and directly reports to the Director of HR for the overall athletic program of the district. The AD shall provide direction, guidance and assistance to coaches in the improvement and effective operation of the athletic program.

Duties

1. Supervise the athletic programs at Itasca High School.
2. Prepare and maintain an Athletic Department Operations manual.
3. Oversee all interscholastic athletic contests.
4. Direct business affairs of the athletic program including the preparation of the budget.
5. Manage bus schedules for all games and tournaments.
6. Athletic academic monitoring
7. Weekly board report on the operations of the athletic department.
8. Develop and maintain the Master Athletic Operations Calendar.
9. Oversee UIL compliance of all athletic programs for High School.
10. Organize and conduct professional development for all coaches.
11. All other duties assigned by the Director of Human Resources
12. Prepares and updates the athletic handbook.

13. Conduct UIL compliance meetings for middle and high school sports.

B. ASSISTANT ATHLETIC DIRECTOR (AAD): The AAD shall have the responsibility of general supervision and coordination of the competitive sports program of the middle school and the high school football program. The AAD shall directly report to the Director of Human Resources for the overall athletic program of the district.

Duties

1. Supervise the athletic programs at Itasca Middle School.
2. Supervise all Legion Field stadium events.
3. Coordinate IISD security procedures for all athletic events.
4. Assist with IISD Athletic Department master athletic scheduling.
5. Maxprep stats/schedules
6. Assist as directed with playoff arrangements.
7. Assist with all athletic events
8. Facilitate the relationship between the Middle School and High School athletic programs.
9. Conduct UIL compliance meetings for Middle and High School Sports.
10. Manage work orders
11. Approve all Middle School officials/game worker pay forms.
12. Approve all uniform designs
13. All athletic travel arrangements/expectations
14. All other duties assigned by the Director of Human Resources.

C. HEAD COACH: The head coach shall coordinate the development and direction of student participation in his sport. He/She shall be directly responsible to the athletic director in the performance of his assigned coaching duties.

Duties

1. Complete all eligibility forms and requirements for athletes required by UIL and the district.
2. Complete UIL CCP.
3. Coordinate the development and direction of all assistant coaches assigned to coach the sport.
4. Coordinate scheduling, transportation, early release, expenses and entry fees, and officials.
5. Assist with planning and execution of contests and tournaments, supplying needs of visiting teams, and attending to any other requirement for the orderly conduct of all games.
6. Furnishes the athletic director with a list of needs, equipment and supplies along with a complete inventory of all equipment used specifically in his/her sport.
7. Assist in general management (use, care, and maintenance) of athletic fields and facilities

used under his/her supervision. Responsible for setting up and taking down your field or gym for contests.

8. Responsible for supervision of all athletes at practices and games.
 9. Assume responsibility for publicity for his team through social media, newspaper, and news stations. Assist in administering policies on athletic awards, identifying eligible participants.
 10. In the absence of a trainer or doctor, is responsible for care and prevention of athletic injuries and assists in completion of insurance claims.
 11. Gives total support for all other sports, assisting in the execution of tournaments, meets, and other athletic events. Provides encouragement to athletes to participate in other sports.
 12. Complete end of season report.
 13. Promote athletes to junior colleges, colleges, and universities.
 14. Performs other duties and functions as assigned by the athletic director.
 15. Develop a sport specific handbook.
 16. Help develop junior high athletic programs.
 17. Responsible for information in the UIL Constitution and Contest Rules, NFHS Rule Book (Sport Specific), UIL Sport Specific Manual, TEA-UIL Side by Side, Junior High Manual. Additional resources: UIL website (www.uiltexas.org) and NFHS website (www.nfhs.org)
 18. Maintains a professional responsibility to the classroom as well as coaching duties, setting the example for athletes in conduct, dress, attitude, punctuality, and competitive spirit.
- D. MIDDLE SCHOOL COACH: The middle school coaches shall be responsible for developing an athletic program under the leadership of the principal and assistant athletic director.

Duties

1. Supervise and ensure the proper implementation of drills, strategies, strength training, and fundamentals as directed by the assistant athletic director and/or high school head coach of the sport.
2. Complete an end of each season report.
3. Assume the responsibility for the general management (use, care, and maintenance) of athletic fields and facilities used by middle school athletes.
4. Ensure all phases of athletic activities are being carried out in the best interest of the total program, emphasizing proper equipment use, washing of uniforms and practice apparel, transportation of teams, meal expenses and fees, practice scheduling, discipline conduct, sportsmanship and leadership development of athletes, academic eligibility and progress.
5. Communicate with parents and all media sources to make sure that advance notice is given concerning all contests and practice as well as follow up information on outcomes of contests or special events.
6. Supervise athletes at all times in the dressing rooms, practice areas, at games, and on buses.
7. Maintains a professional responsibility to the classroom as well as coaching duties, setting

- the example for athletes in conduct, dress, attitude, punctuality, and competitive spirit.
8. Perform other duties and functions as assigned by the athletic director or principal.
 9. Responsible for information in the UIL Constitution and Contest Rules, NFHS Rule Book (Sport Specific), TEA-UIL Side by Side, and Junior High Manual. Additional resources: UIL website (www.uiltexas.org) and NFHS website (www.nfhs.org)

*Note: Reference to the duties of a head coach and should be implemented on the middle school level as they apply.

E. ASSISTANT COACH (all levels): The assistant coach shall assist the Athletic Director and/or head coach in the overall development and direction of the assigned sports as well as the total program.

Duties:

1. Assist in game management in all sports as assigned by the head coach at high school.
2. Attend all UIL Compliance meetings and professional development as assigned.
3. Supervise athletes in the dressing rooms, practice areas, at games, and on buses.
4. Assumes responsibility for maintaining facilities, setting up and taking down for games.
5. Ensure all phases of athletic activities are being carried out in the best interest of the total program, emphasizing proper equipment use, washing of uniforms and practice apparel, transportation of teams, meal expenses and fees, practice scheduling, discipline conduct, sportsmanship and leadership development of athletes, academic eligibility and progress.
6. Maintains a professional responsibility to the classroom as well as coaching duties, setting the example for athletes in conduct, dress, attitude, punctuality, and competitive spirit.
7. Accepts all coaching assignments with enthusiasm and carries out all duties as assigned by the head coach, assistant athletic director, or the athletic director which may include helping with middle school practices and games.
8. Responsible for information in the UIL Constitution and Contest Rules, NFHS Rule Book (Sport Specific), UIL Sport Specific Manual, TEA-UIL Side by Side, Junior High Manual. Additional resources: UIL website (www.uiltexas.org) and NFHS website (www.nfhs.org)

F. ATHLETIC TRAINER: The athletic trainer is responsible for the prevention, care, and treatment or referring to a physician for treatment, of all athletic injuries sustained by boys and girls participating in the athletic program.

Duties:

1. Complete and update all certification requirements of the National Athletic Trainers Association and the State of Texas.
2. Treat and document all minor injuries. Inform parents/guardians of injuries/illnesses that

students receive, as well as their treatment, and advise them on referrals to appropriate physicians as deemed necessary.

3. Maintain all student records, including injury report, correspondence with physician, physical, parent consent, rules acknowledgment, and discipline code.
4. Assist in the administration of student insurance.
5. Maintain a training room and training equipment.
6. Keeps inventory of all trainers' supplies and prepares annual requests for supplies for the next budget year.
7. Selection and education of student trainers, and managers to assist the athletic department.
8. Present at all athletic events as assigned.
9. Perform other duties and functions as assigned by the athletic director and assistant athletic director.

SECTION 3: COACHING EXPECTATIONS/ RESPONSIBILITIES/GUIDELINES

The organization and administration of the Itasca Athletic Department coaching staff is the primary responsibility of the athletic director. The execution of the athletic program by staff members is best described by the relationship of members of a team. Each team member has his/her pre-determined role. The eventual success of a team as well as a coaching staff hinges on each member's ability to carry out his/her role. The following list of expectations is intended as guidelines for the successful execution of the job description of each staff member.

A. LINES OF COMMUNICATION

All Itasca ISD staff are to follow their appropriate lines of communication when dealing with any and all athletic department business and issues. Any deviation from this process will be accounted for in the annual evaluation process. This is to ensure that all athletic department business can be conducted efficiently and the appropriate department or administrator can respond according to IISD and Athletic department guidelines. UIL Issues- If any coach has a question or concern regarding a UIL rule, policy or procedure, the following communication process will be followed:

1. UIL Issues- If any coach has a question or concern regarding a UIL rule, policy or procedure the following communication process will be followed:
 - a. The coach will discuss the issue with the Director of Athletics.
 - b. The Athletic Office will contact UIL-Coaches are not to contact UIL unless directed to

do so by the Director of Athletics.

2. Recommended Plan of Action for Possible Rules Violation

- a. Coaches are morally obligated to self-report or report any allegations of UIL rules violations immediately to the Athletic Director.
- b. The Athletic Director will inform the Superintendent and Campus Principals.
- c. The Athletic Director will self-report to the DEC and investigate any and all allegations.
- d. Upon completion of the investigation, the Athletic Director will submit a report to DEC with findings and corrective actions.
- e. All critical incidents that fall outside the jurisdiction of UIL rules should be reported as soon as possible to the principal, athletic director, and campus athletic coordinator. A written report should follow within 24 hours of the occurrence.
- f. 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, athletic director and campus coordinator immediately by phone.
- g. The Athletic Director will notify the Superintendent in all situations.

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 both committees may be found in the UIL Constitution and Contest Rules, Sections 26, 27, 28 and 29.

B. CAMPUS RELATIONSHIPS

All IISD coaches should maintain a good, positive relationship with other members of the campus faculty and staff, supporting them in matters of student discipline, grades, and any other areas of concern with athletes. Communicate with the faculty and staff, and remember that these great team members will help if they feel we are sincerely helping them. We are all in this together for the best interest of our scholars.

C. MIDDLE SCHOOL PROGRAM EXPECTATIONS

High school head coaches are responsible for the entire administrative and organizational procedures for grades 7-12 in their respective sports.

1. All middle school coaches will have high school responsibilities determined by the high school head coach of each sport.
2. Middle school coaches are responsible for reporting to their assignments. The coach must contact the high school coach if there is a problem and they can't make their assignment.

D. STAFF LOYALTY

All staff members will make a 100% commitment to the mission, objectives and guidelines of the Athletic Department. We will maintain a positive working relationship with all members of central office and district support staff. When you're part of a team, you must stand up for your teammates. Your loyalty is to them. You protect them through good and bad, because they'd do the same for you. ~~~Yogi Berra

E. PRACTICE EXPECTATIONS

As a member of the Itasca staff, each coach must strive to "out work their opponent." Every phase of the athletic program must be carefully planned and implemented with great attention to detail. Preparation includes professional growth, improving knowledge of the game, and better methods of teaching and motivation.

1. Coach will have a written plan for practice.
2. Coach will show athletes he/she is interested in their progress as individuals and as a team. coach every kid, every day.
3. Coach will move and circulate throughout practice.
4. Coach will be dressed appropriately for practice. Practice attire will be defined by the Athletic Office.
5. Coach will keep accurate practice attendance.
6. Coach will create a clearly defined warm-up routine.

F. GAMEDAY EXPECTATIONS

Head coaches should have a checklist of gameday duties assigned to all coaches which can include player responsibilities. As a member of the Itasca staff, each coach must strive to "out work their opponent." Every phase of the athletic program must be carefully planned and implemented with great attention to detail. Preparation includes professional growth, improving knowledge of the game, and better methods of teaching and motivation.

1. Coach will ensure that all student-athletes are supervised at all times.
2. Coach will not allow student athletes to be released to go home from away games with anyone but their parent/guardian and then only with appropriate paperwork on file.
3. A student must be in attendance at least one period on the day of extracurricular participation. The expectation is that student-athletes attend all classes every day. Extenuating circumstances will be reviewed.
4. All coaches must ride buses to and from away games unless there is prior approval from the assistant athletic director or athletic director.

5. Coach will be professionally dressed for all games. Game day attire will be defined by Head Coach and district expectations. All coaches and trainers should be in professional dress at all athletic events and practices which are appropriate for the event and venue (field, gym, track, court. Coaching attire for outdoor sports should be in school colors.

G. MANDATORY FORMS AND INFORMATION ATHLETE

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

1. Medical Consent and Emergency Contact
2. Acknowledgement of Rules
3. Concussion Acknowledgement
4. Parent/Student Steroid Agreement
5. Sudden Cardiac Arrest Awareness Form
6. UIL Safety Training
7. Itasca ISD Accident Insurance
8. Parent Information Manual
9. Behavior Expectations of Spectators/Sportsmanship
10. Athletic Guidelines and Code of Conduct
11. Media Release Form
12. Parent Pledge

H. PROFESSIONAL CONDUCT

All IISD coaches are expected to maintain a high level of professionalism in regard to conduct, demeanor, grooming, sportsmanship, and relationships between faculty, staff, parents, officials, and students. We will be goodwill ambassadors between the school and community.

1. Coach ejections must be reported immediately to the Director of Athletics.
2. All coaches are responsible to maintain a professional only relationship with student athletes. All communication THROUGH ANY ELECTRONIC MEDIA is only for purposes of distributing information regarding practices, game times, special athletic events, or a question about an injury. Personal or social communication with students is prohibited.
3. There is zero tolerance for hazing and bullying and is prohibited and must be reported to school administration immediately. Students must be supervised at all times

I. CODE OF ETHICS

All coaches should be familiar with the Code of Ethics of the Texas High School Coaches Association (THSCA) and the Texas Girls Coaches Association (TGCA) in association with the UIL. These codes are to refresh the coach to their commitment of educating young people. The reference to both of the codes serves a two-fold purpose. First, continued referral on the part of the coach to the codes can only serve to remind them (as well as all other members of the school district) of the fact that the athletic contest that he is striving to win belongs not to him but to those who are competing. It is only through this realization and upon this basis that athletic competition in the public schools can be called a beneficial, worthwhile, and necessary element of the total educational program. The second purpose for the inclusion of these codes is to encourage the individual coach to adhere to ethical principles in the conduct of his profession in order to assist in the enhancement of the public reputation of that profession. Adherence to principles of conduct are not always on display to the public, but over a period of time the total effect of integrity shows through and does not in the final analysis go unnoticed. The items listed below herein are not to take the place of the above codes, but serve as reminders of the principles emphasized in these publications. These codes can be viewed in the UIL Constitution & Contest Rules (Section 1201), the by-laws of the THSCA (<http://coach.thsca.com/>) and the by-laws of TGCA (<http://www.austintgca.com/>)

J. Title IX

As a reminder, Title IX of the Education Amendments of 1972 prohibits sex discrimination against students and employees of educational institutions. Title IX prohibits discrimination, exclusion, denial, limitation, or separation based on gender in any education program or activity receiving federal financial assistance, including the District's athletic program. More importantly, Title IX regulations explicitly prohibit sex discrimination, which includes sexual harassment. It is important to recognize that Title IX's prohibition of sexual harassment does not extend to legitimate nonsexual touching or other nonsexual conduct. For example, a high school athletic coach hugging a student who made a goal or a teacher's consoling hug for a child with a skinned knee may not be considered sexual harassment. Similarly, one student's demonstration of a sports maneuver or technique requiring contact with another student is not usually considered sexual harassment. However, in some circumstances, nonsexual conduct may take on sexual connotations and may rise to the level of sexual harassment. For example, a teacher's hugging and putting his or her arms around students under inappropriate circumstances could create a hostile sexual harassment environment. Accordingly, the District's coaching staff should observe all District policies pertaining to conduct with students.

SECTION 4:

COACHES PROFESSIONAL DEVELOPMENT

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

A. MANDATORY UIL/DISTRICT TRAININGS

1. NFHS Fundamentals of Coaching Course-The UIL mandates all coaches new to the profession or to the State of Texas must complete the NFHS Fundamentals of Coaching Course. There is a \$35 fee for the course to be paid by the coach.
2. CPR, AED and First Aid Certification-Required every two years. (TEC Chapter 33.086)
3. UIL CCP Program- To be completed every year for all sports you are assigned to coach.
4. Concussion Training-Required two hour course every two years (Senate Bill 82)
5. Safety Training Exercise-Required annually by each team. (TEC Chapter 33.202)
6. Professional Acknowledgement Form-All staff members are required to have a completed form on file. New coaches to the district are required to fill out a new form at the beginning of the year.
7. IISD/UIL Compliance Meeting-All coaches must attend meetings to be held prior to teacher in-service.
8. CDL Bus Certification- All coaches must obtain CDL bus driver certification by designated deadlines.

B. STAFF EVALUATION PROCEDURES

The primary purpose of a coach's evaluation is improving the instruction athletes receive and growth of coaches. Head coaches to be evaluated by the Director of Athletics. Assistants will be evaluated by head coaches. Middle school coaches will be evaluated by the assistant director. Other purposes of the evaluation process include:

1. Creating a climate to achieve individual improvement and advancement.
2. Affording an opportunity to identify and give recognition to quality coaching and instruction.
3. Establish areas of deficiency and identify the means for improving performance.
4. Providing for exchange of ideas and creating an avenue of communication between coach and athletic director.
5. Assuring the school administration that quality coaching is a responsibility shared by the entire coaching staff and that the staff is to be accountable for the quality of performance.

SECTION 5:
ATHLETIC BUSINESS POLICIES AND PROCEDURES/TRAVEL

GUIDELINES A. PURCHASING AND EXPENDITURES

The athletic director shall administer all purchasing of athletic equipment. All coaches must gain approval of the athletic director prior to ordering or purchasing any equipment or supplies. Athletic equipment and supplies should be ordered at the earliest possible date.

1. Quotes should be obtained for purchase of equipment when a district bid is not utilized.
ALL EQUIPMENT MUST HAVE A PO BEFORE PLACING AN ORDER.
2. A Vendor must have a W-9 on file before a PO can be requested and an order placed.
3. District purchasing guidelines must be adhered to at all times. Failure to follow guidelines will result in the coach assuming the financial responsibility for any and all items purchased.
4. Head coaches are responsible for making sure the order is complete and received the way it was ordered.

B. FINANCIAL RESPONSIBILITIES

1. Entry Fees - The head coach shall request in writing all entry fee expenditures to the athletic director at least 10 days prior to the contest deadline. The Athletic Director will review late requests for approval.
2. Officials - At each home contest, it is the responsibility of the head coach of the sport involved to obtain the officials' names and addresses for pay.
3. Game Help - Head Coaches will obtain help for home games and provide sign in sheets to submit for pay.

C. TEAM TRAVEL

ALL TRAVEL REQUESTS SHOULD BE MADE AT LEAST TWO WEEKS IN ADVANCE OF THE CONTEST. In the event of schedule changes, the coach must notify transportation personnel. The IISD vehicles vans should be used when possible to cut on travel cost. All students will ride district provided transportation to and from games unless there is a note approved by the coach. Transportation requests should be confirmed 24 hours in advance with the transportation department.

**Team travel that includes overnight lodging must have approval of the athletic director and superintendent.

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

1. Purpose of trip.
2. Date and time of departure.
3. Date and estimated time of arrival home.
4. Where the team will be housed.
5. How parents may contact players by telephone in case of an emergency.
6. If players must defray a portion of the aforementioned expenses, indicate the amount assessed each player.
7. The coach must also provide the following: OVERNIGHT STUDENT TRIP RULES AND REGULATIONS , STANDARDS OF BEHAVIOR FOR STUDENTS PARTICIPATING IN DAY or OVERNIGHT TRIPS FOR EXTRACURRICULAR ACTIVITIES and CONSENT TO INSPECTION OF BAGS AND PERSONAL ITEMS WHILE PARTICIPATING IN DAY or OVERNIGHT TRIPS FOR EXTRACURRICULAR ACTIVITIES. (See below)

SELECTING A HOTEL/MOTEL

1. Consider a location in relation to the playing site.
2. The hotel/motel should be clean and comfortable.
3. Determine the price for four in a room, three in a room, etc. Request special rates such as state or government room rates.
4. Rooms cannot be outside rooms or on the ground floor.
5. Do not use any web-based reservation system such as hotel.com to make hotel reservations.
6. Ask about the cost of parking.

MAKING RESERVATIONS

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

checkout is necessary, perhaps you can hold only one or two rooms for late checkout.

CHECKING IN

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

DURING YOUR STAY

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

CHECKING OUT

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

FOOD EXPENSES

1. The coach in charge will pay all team meals with the district credit card which will be

obtained in advance from the Business office.

2. Coach will return all meal receipts to the Athletic Director within 48 hours and the credit card to the Business office immediately upon return to school.

D. STUDENT MEALS

On away games, the Itasca ISD Athletic Department shall provide student meals with a limited budget. A PO must be entered before any purchase can be made. Coaches should make prior arrangements to ensure the best price. Proper dress and manners should be required of all team members. Coaches should check and police the area before leaving. Cost of meals should be within guidelines set by district policies. The price will be approximately \$12 for high school and junior high. Meal allotment for playoffs will be \$12. Prices for meals may vary due to location of competition and length of competition. Coaches will be given a budget for meals and the Head Coach is responsible for the balance of this budget.

E FUNDRAISING

The Athletic Director will determine fund-raising for the athletic program. All team fundraisers must receive prior approval at the beginning of their season.

F. FACILITY RENTALS

1. IISD coaches requesting Use of athletic facilities for any event for personal financial gain must have prior approval from the athletic director and superintendent
2. Any non-school use of athletic facilities must be approved by the superintendent.

SECTION 6: STUDENT ATHLETE INFORMATION

A. GENERAL HIGH SCHOOL ELIGIBILITY REQUIREMENTS (For Further information, refer to the UIL Constitution and Contest rules.

High School

A student in grades 9-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if:

- a. Beginning the 9th grade – students that have been promoted from the 8th grade to the 9th.
- b. Beginning the 10th- grade-has earned 5 credits towards state graduation.

- c. Beginning the 11th grade -has earned 10 credits towards state graduation OR has earned 5 credits towards state graduation in the last twelve months.
- d. Beginning the 12th grade -has earned 15 credits towards state graduation OR has earned 5 credits towards state graduation in the last twelve months.

Note: Students who enroll after the 6th class day once school has begun is subject to the 15-day rule.

Junior High

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

- a. The 7th grade year, the student must have been promoted from 6th to 7th grade and has not reached his/her birthday on or before September 1.
- b. The beginning of the 8th grade year, the student must have been promoted from the 7th to the 8th grade and has not reached his/her 15th birthday on or before September 1. c. Overage 7th and 8th grade students may play on the 9th grade team.
- d. 7th graders may play on 8th grade teams. 8th graders can't play on 7th grade teams. e. No interscholastic practice or competition is allowed for teams 6th grade or below. 6th grade students may not practice with or against junior high students.
- f. Junior high students may not practice with high school students.

B. GRADE ELIGIBILITY-NO PASS NO PLAY (Reference TEA Side by Side Manual)

It is essential that each head coach be responsible for the academic monitoring of their student athletes. In order to be eligible to participate in an extracurricular activity for a six week period following the first six weeks period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks.

1. All coaches **MUST** check grades according to UIL rules. An eligibility calendar will be provided by the athletic director for all coaches/teachers to check grades.
 - a. 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 a regular contest. b. An athlete may participate in senior recognition night for the purpose of recognition only.
2. In order to be eligible to participate in an extracurricular activity for a six week period following the six weeks period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks.
 - a. A student whose six-week grade average, in any course, is lower than 70 at the end of

any 6 weeks period shall be suspended from participation in any interscholastic activity during the succeeding three weeks periods. If, at the end of the three weeks period, the student is passing all classes, that student will become eligible 7 days after the grade was officially earned for the remainder of that current 6 weeks. (Exception: Classes that are identified as “Advanced Classes” , An approved waiver signed by the principal must be on file.)

- b. Students may practice with their respective teams and participate in preseason scrimmages while they are on academic suspension.
- c. At the end of any 3-week ineligibility period in which a student has attained a course grade average of at least 70 in each course taken, any suspension from participation shall be removed after the 7-day grace period.
- d. Extracurricular activities shall be limited from the beginning of the school week through the end of the school week to no more than one contest or performance per activity. Practice outside the school day shall also be limited to a maximum of eight hours per school week per activity.
- e. A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for that grading period in a designated amount of time.
- f. A student who fails a course becomes ineligible seven days after the last day of the six weeks period.
- g. Students who assist the coach, such as student managers or student trainers must meet all academic eligibility requirements even though they do not participate in the actual performance.

SECTION 7: STUDENT GUIDELINES

A. STUDENT EXPECTATIONS

As previously stated, participation in athletics is not an obligation of any student, nor is it required for graduation. Therefore, it is stressed that participation in athletics is a PRIVILEGE. In accepting this privilege, each student must assume responsibility for achieving certain expectations as established by the Itasca ISD Athletic Department. The expectations are designed to provide the athletes with the opportunity to realize their very best achievement level, both in their own life and in interscholastic athletics.

We expect Athletes:

1. To take personal responsibility to get the best possible education offered.

2. To represent your school, family, community, and most of all yourself with extreme PRIDE.
3. To be extremely loyal to your school, administration, teacher, coaches, teammates, and family.
4. To give your total effort, to make the most of the skills with which you have been blessed.
5. To demonstrate exemplary conduct, on and off campus, year around.
6. To practice to the best of your ability.
7. To be totally honest in all your dealings.
8. To ride the bus with the team and back with the team. No parents may not take their child unless cleared previously by the AD.
9. To place the goals of the team above any self-interest thereby, disciplining yourself to make the personal sacrifices to achieve team goals.
10. To work hard and then even harder.
11. To exhibit good citizenship at all times.

B. ATHLETIC CODE OF CODE

The athletic code is intended to provide a foundation by which athletes shall base their participation in the Itasca ISD Athletic Department. Prior to his/her participation in any sport, each student and his/her parents will be required to sign an online form.

C. STUDENT PARTICIPATION FORMS

In addition to the athletic code form, prior to his/her participation, each student must have on file the following forms: NO ATHLETE SHALL BE ALLOWED TO PARTICIPATE UNTIL ALL OF THE APPLICABLE FORMS HAVE BEEN COMPLETED ONLINE THROUGH RANK ONE WITH EXCEPTION PPE PAPERWORK.

1. Physical Examination Form (paper copy)
2. Medical History Form (paper copy)
3. Acknowledgment of Rules Form
4. Medical Consent Form
5. Extracurricular Student Code of Conduct- IISD Student Athletic Code
6. Illegal Steroid Use
7. Safety Training Exercise
8. Concussion Acknowledgment Form
9. Previous Athletic Participation Form (if applicable)
10. Parent Pledge

D. ATHLETIC PASSES

It shall be the policy of Itasca ISD Athletic Department to issue athletic passes to those athletes participating in each sport which requires an admission charge. The athletic pass shall be used for free admission of students to all sports. The following guidelines shall apply to the athletic passes:

1. Only the player, whose name appears on the pass, may use it. Free admission is allowed only when the pass is presented. No pass means the athlete must pay the standard student admission charge.
2. Identification WILL be required.
3. Use of the pass may be revoked if a) an unauthorized person uses the pass; b) the holder of the pass displays unsportsmanlike conduct at any contest.
4. IF ANY ATHLETE DROPS FROM A SPORT OR BECOMES ACADEMICALLY INELIGIBLE, THE COACH OF THAT ATHLETE MUST TAKE UP THE PASS AS A PART OF THE ISSUED EQUIPMENT.

E. ATHLETE EJECTION FROM A CONTEST

If an athlete is ejected or suspended from a contest by an official or coach, it is the Head Coach's responsibility to notify the Executive Director of Athletics as soon as possible as per UIL rules.

UIL CC&R Section 1208: ATHLETIC REGULATIONS-(i) MINIMUM PENALTY FOR MISCONDUCT.

(5) Player Ejection. Any player ejected from a contest is subject to an automatic penalty. The automatic penalty for such an ejection is as follows:

(A) Football. Ejected player misses the rest of the game in which they were ejected plus the first half of the following game.

(B) Other Team Sports. Ejected player misses the rest of the game in which they were ejected plus all of the following games. Soccer Exception. This Section does not alter the current point penalty structure for soccer player ejections, as required by National Federation of State High

School Associations soccer playing rules, that is outlined in the soccer coaches' manual.

F. AWARDS GUIDELINES AND PROCEDURES

Award Description

Varsity lettermen will receive a one-time letter jacket from the athletic department per guidelines set forth by the head coach of each sport.

Minimum Standard for Athletic Awards

1. General Standards
 - a. Completes the season in good standing.
 - b. Must meet academic eligibility requirements.
 - c. Must meet participation requirement of that sport as specified by each individual head coach
2. Student trainers are eligible for varsity awards upon the request of the trainer. The coach should make recommendations to the trainer for approval. Managers are eligible for varsity awards by approval of the head coach.
3. The head coach of any sport may recommend for an award, an athlete who has not met the above mentioned requirements. There are instances when a student has contributed greatly to team success through personal effort, loyalty, attitude, etc., and, if deemed worthy, he or she should receive the letter award. This recommendation should be restricted to the athlete's senior year. The coach may also consider injured athletes.

G. COLLEGE RECRUITING

All coaches will help provide information to Itasca students interested in playing at the next level to include, but not limited to: NCAA ClearingHouse process, helping with highlight tapes, developing student profile on HUDL, student interest survey, FAFSA deadlines.

H. COMMUNITY SERVICE

All Itasca athletes will be provided yearly community service opportunities and will be encouraged to participate and complete 5 hours per year. . The coaches will be required to participate to set the example of servant leadership.

SECTION 8: PUBLIC RELATIONS

A. BOOSTER CLUBS (Reference UIL Booster Club Guidelines)

The superintendent or a designee who does not coach or direct a UIL contest has approval authority over booster clubs and should be invited to all meetings. All meetings should be open to the public. Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school. Booster Clubs can be extremely important when managed correctly. The Athletic Booster Club must operate within the guidelines and procedures as set forth by IISD and the UIL. Head Coaches will be held responsible for UIL/IISD compliance.

1. Money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the school to use at its discretion.
2. Fundraising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
3. Individuals who actively coach or direct a UIL activity should serve in an advisory capacity to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds. Coach's wish-lists should have received prior approval from school administration before submission to boosters.
4. Funds are to be used to support school activities. To provide such funding for non-school activities would violate UIL rules and the public trust through which funds are earned.
5. Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for out of town meals. It would be a violation for booster groups or individuals to pay for such costs directly.
6. The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, saleable or consumable. Saleable food items or trinkets given to athletes by students, cheerleaders, drill team members, little/big sisters, school boosters, and parents of other students, Teachers or others violate this rule.
7. Valuable consideration items school teams and athletes may accept if approved by the school, but are not limited to:
 - a. meals, snacks or snack foods during or after practices
 - b. parties provided by parents or other students strictly for an athletic team; Local school district superintendents have the discretion to allow student athletes to accept small "goodie bags" that contain candy, cookies or other items that have no intrinsic value

and are not considered valuable.

SECTION 9: GENERAL GUIDELINES

A. PARTICIPATION IN MULTIPLE SPORTS

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

In order to participate in another sport or return to team after quitting:

- 1) The athlete and his/her parents/guardian must meet with the Athletic Director and Head Coach. In the meeting a plan for return to play will be devised.
- 2) Any athlete who quits once will be allowed another opportunity

Anyone quitting a sport after a trial period (usually after the first contest) will not be allowed to participate in another sport until the season of the sport quit is completed or unless the head coaches of both sports agree that the student would be better off in the other sport. The Athletic Director may, at his discretion, make an exception to this rule when an event outside the control of the athlete or his/her family causes the athlete to drop a sport. A clear understanding is to be reached by the Athletic Director and the athlete at the time the sport is dropped. Anyone walking off the field or gym floor during a practice or game will be considered by the coach to have quit that team.

B. COMMUNICATION/SOCIAL MEDIA

1. SportsYou-It is strongly recommended that when communicating with student-athletes, coaches utilize the SportsYou social media application. This program provides safe communication between coaches, student-athletes and parents.

2. TEAM WEBSITES-It is the responsibility of the head coach to show the community that we do develop quality student athletes and successful athletic programs. Our athletic events are the windows to our programs, coaches and athletes. Promote your program through keeping your sport page up to date on our website, creating a team Facebook, Twitter, etc. You MUST constantly sell your program and get as much positive PR as possible.
3. TWITTER/INSTAGRAM-Use these social media platforms to promote your teams and tell your story.

C. ATHLETIC BANQUETS

All pre-season and/or post-season banquets for high school and middle will be coordinated by the AD, AAD and the Head Coach of each sport.

D. PARENT MEETING GUIDELINES

Every sport will conduct a pre-season parent meeting that will be coordinated with the AD. Every Head Coach must keep a sign-in sheet of parents attending the meeting. This meeting will be held before the start of that respective sports first contest. The Athletic Department must be informed of the parent meeting.

Agenda Items to Be Covered in Parent Meeting

- i. Overview
 - a. Welcome
 - b. Introduction of staff, booster club representative, athletic trainer
 - c. Program coaching philosophy, style of play, new UIL rules
- ii. Information
 - a. How teams will be chosen
 - b. Criteria for lettering and other awards
 - c. Team rules
 - d. Attendance requirements mutually agree to the student/athlete's participation. e. Academic requirements- Eligibility UIL Calendar (Provide Handout)
 - f. Role of Referee
 - g. Philosophy on multiple sport participation (we encourage it!)
 - h. Trainer Service available
 - i. Provide practice / game schedules, explain Rank One
 - j. Communication tree
 - k. Travel Guidelines (transportation, departure/return via alternate method, dress guidelines, conduct)
 - l. Equipment guidelines
 - m. Have the Booster Club rep discuss membership, fundraising, etc.

- n. IISD Athletic website (how to find schedules, results, directions, sport web page, etc.) Rank One
- o. Review Amateur Athletic Rule
- p. No telecommunication devices used for video or pictures in locker rooms w/out coach approval
- iii. Athletic Code of Conduct
- iv. Parent Pledge
- v. Question and Answer / Discussion topics
 - a. Provide coaches email Address, contact phone numbers, conference period
 - b. How can parents be involved?
 - c. How will we celebrate our successes and handle our defeats?
 - d. Invite questions/comments
- vi. Closing remarks
 - a. Concluding remarks
 - b. Summary of Coaching Responsibilities

SECTION 10: CONTEST MANAGEMENT

A. GAME ADMINISTRATOR

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

Responsibilities of the game administrator include:

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

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

B. ATHLETIC GAME ADMINISTRATOR

1. AD, Assistant AD, Head Coach or designee
2. Meet, greet and direct officials to dressing area
3. Distribute and collect all gate worker(s) and officials pay sheets (give to gate worker)
4. Unlock facilities prior to event and secure upon completion of event
5. Responsible for facility preparation, set-up and take-down (lights, scoreboard, etc.)
6. Responsible for securing the money box from the Football gate is to be taken and deposited at the bank the same night.

SECTION 11:
CONCUSSION OVERSIGHT

Itasca Independent School District
Department of Athletics

--Concussion Protocol--

Itasca ISD Protocol for Sports Concussion Management

Introduction

Concussions are a common problem in sports and have the potential for serious complications if not managed correctly. Even what appears to be a "minor ding or bell ringer" has the real risk of catastrophic results when an athlete is returned to action too soon. The Centers for Disease Control (CDC) estimates that there are approximately 300,000 cases of mild traumatic brain injury (MTBI) or

concussions annually in the United States as the result of participation in sports. The Sports Concussion Institute estimates that 10 percent of athletes in contact sports suffer a concussion during a season. Also of concern is the risk of repeated concussions and second impact syndrome to our young athletes. These two problems can have long lasting and even terminal effects on the individual. In order to have a standard method of managing concussions to IISD athletes, the following guidelines are intended to serve as a written protocol for concussion management. June 17, 2011, House Bill Number 2038, also known as Natasha's Law, was passed. This is a law relating to prevention, treatment, and oversight of concussions affecting public school student's participation in interscholastic athletics.

What is a Concussion?

A concussion is a type of traumatic brain injury (TBI). Concussions are the common result of a blow to the head or body which causes the brain to move rapidly within the skull. This injury causes brain function to change which results in an altered mental state (either temporary or prolonged). Physiologic and/or anatomic disruptions of connections between some nerve cells in the brain occur. Concussions can have serious and long-term health effects, even from a mild bump on the head. Symptoms include, but are not limited to, brief loss of consciousness, headache, amnesia, nausea, dizziness, confusion, blurred vision, ringing in the ears, loss of balance, moodiness, poor concentration or sluggish mental reactions, lethargy, photosensitivity, sensitivity to noise, and a change in sleeping patterns. These symptoms may be temporary or long lasting.

Purpose

This concussion protocol is designed to help Itasca ISD treat suspected concussed student-athletes in an efficient and objective manner. By following this protocol, Itasca ISD will be able to provide efficient treatment to keep the student-athlete's health care a primary concern and while also being able to assist the student-athlete to return to competition as quickly and safely as possible following a concussion episode. A concussion oversight team will establish protocol guidelines and ensure proper procedures are followed according to H.B. No. 2038.

Concussion Oversight Team

According to H.B. No. 2038 the Itasca ISD Concussion Oversight Team must include at least one physician and a licensed or certified athletic trainer. The team may also include one or more of the following:

- An advanced practice nurse
- A neurophysiologist
- A physician assistant

Each member of the Concussion Oversight Team must have had training in the evaluation, treatment and oversight of concussions at the time of appointment or approval as a member of the team.

Annual Acknowledging Concussion Information Form

As stated in H.B. No. 2038, a student may not participate in an interscholastic athletic activity for a school year until both the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student, have signed a U.I.L. approved form for that school year that acknowledges receiving and reading written information that explains concussion prevention, symptoms, treatment, oversight and that includes guidelines for safely resuming participation in an athletic activity following a concussion.

Prevention

Although some concussions cannot be prevented, many can be minimized or avoided. Proper coaching techniques, good officiating of the existing rules and use of properly fitted equipment can minimize the risk of head injury.

Prevention Strategies

1. Insist that safety comes first.
2. Teach and practice safe playing techniques.
3. Teach athletes the dangers of playing with a concussion.
4. Encourage student-athletes to follow the rules of play and to practice good sportsmanship at all times.
5. Make sure student-athletes wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards).
6. All headgear must be NOCSAE (National Operating Committee Standards Athletic Equipment) certified.
7. Make sure the headgear fits the individual, and is secured properly.

8. For all sports that require headgear, a coach or appropriate designee should check headgear before use to make sure air bladders are operational and are appropriately filled. PAADing should be checked to make sure it is in proper working condition.

Evaluation for Concussion

1. At time of injury, the team trainer or, if available, the sideline physician will administer the IISD concussion assessment test, based on the Sport Concussion Assessment Test (SCAT) 2 test.
2. Student-athlete does not return to game or practice if he/she has any symptoms that would indicate the possibility of suffering a concussion.
3. Doctor Referral
4. Home Instructions
5. Return to Play Guidelines for Parents
6. Parent Informed Consent and Athlete's Participation Form

When in doubt, sit them out!

Concussion Management

Student-athletes must be symptom-free for 24 hours before beginning Return-to-Play Protocol.

School Modifications

- a. Notify the school nurse and all classroom teachers that the student-athlete has a concussion.
- b. Notify teachers of post-concussion symptoms.
- c. Student-athletes might need special accommodations such as limited computer work, reading activities, testing, assistance to class, etc. until symptoms subside.
- d. Student-athletes might only be able to attend school for half a day or might need daily rest periods until symptoms subside.

Return-to-Play Protocol

Following clearance and compliance with UIL Guidelines, supervised progression of activities should be initiated utilizing the latest standardized protocol:

1. All student-athletes who sustain head injuries are required to be evaluated by their primary care physician. They must have a normal physical and neurological exam prior to being permitted to progress to activity. This includes student-athletes who were initially referred to an emergency department.
2. The student-athlete will be monitored daily at school by the athletic trainer and/or school nurse. His/her teachers will be notified of his/her injury and what to expect. Accommodations might need to be given according to physician recommendations and

- observations. 3. The student must be asymptomatic at rest and exertion.
4. Once cleared to begin activity, the student will start a progressive step-by-step procedure outlined below. The progressions will advance at the rate of one step per day. The progressions are:
 - a. No strenuous physical activity until after the student-athlete is symptom free for 24 hours and receives written clearance from a physician and submission of the required documentation following the concussion injury.
 - b. Begin light aerobic exercise, 5 to 10 minutes on an exercise bike, or light jog; no weight lifting, resistance training, or any other exercise.
 - c. Moderate aerobic exercise, 15 to 20 minutes of running at moderate intensity in the gym or on the field without equipment.
 - d. Non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.
 - e. Full contact practice or training.

Note –Progression continues as long as the student-athlete is asymptomatic at the current activity level. If the student-athlete experiences any post-concussion symptoms, he/she will wait 24 hours, be reevaluated by a healthcare professional and start the progression again at the beginning.

5. Upon completion of the Return-to-Play Protocol, the student-athlete and the student athlete's parent or guardian or another person with legal authority to make medical decisions for the student:
 - a. Have acknowledged that the student-athlete has completed the requirements of the Return-to-Play Protocol,
 - b. Have provided the treating physician's written statement that in the physician's professional judgment, it is safe for the student-athlete to return to play,
 - c. Have signed the consent form indicating that the person signing:
 - i. Has been informed and consents to the student-athlete participating in returning to play in accordance with the Return-to-Play Protocol,
 - ii. Understands the risks associated with the student-athlete returning to play and will comply with any ongoing requirements in the Return-to-Play Protocol,
 - iii. Consents to the disclosure to appropriate persons, consistent with the Health Insurance Portability and Accountability Act of 1996 of the treating physician's written statement and, if any, the Return-to-Play recommendations of the treating physician; and
 - iv. Understands the immunity provisions under TEC Section 38.159.
6. Once the student-athlete has completed steps 1 through 5, he/she may return to his/her sport activity with no restrictions.

A coach may not authorize a student-athlete's return to play.

Concussion References

UIL – Concussions and Concussion Management Protocol Requirements and Information <http://www.uil texas.org/health/info/concussions>

<http://www.athletictherapy.org/docs/PragueConcussionArticle.pdf>

<http://www.nfhs.org/>

<http://www.cdc.gov/>

www.ImPacttest.com

www.healthsystem.virginia.edu/internet/neurogram

www.brainline.org

www.momsteam.com/healthsafety/concussion

Sports Concussion Assessment Tool (SCAT)

http://www.csmfoundation.org/SCAT_Card.pdf

http://www.wisportsconcussion.org/images/UPMC_Concussion_Evaluation.pdf

<http://knowconcussion.org/wp-content/uploads/2011/06/SAC.pdf>

Sideline Functional and Visual Assessments

<http://www.texashealth.org/body.cfm?id=3842>

SECTION 12:

ATHLETIC SAFETY DRILL CHECKLIST

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

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

Team: _____

1. Athlete care given by

2.EMS activated by

3. AED retrieved by

4. Athletic Trainer/Nurse contacted by

5. EMS met at designated area by

6. Crowd control handled by

7. Parent Contacted by

8. CHISD police contacted by

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

Coaches Name Print: _____

Signature: _____

Athletic Trainer Name Print: _____

Signature: _____

SECTION 13:
EMERGENCY PLANS

Itasca

Independent School District

Athletic Department

Emergency Action Plan

EMERGENCY ACTION PLAN

While interscholastic sports promote health, competition, and teamwork, the risks of catastrophic injury and sudden death exist during both practice and competition. The potential for a medical emergency is ever present. The purpose of the emergency action plan is to help the Itasca Athletic Department in the event of an emergency during a practice or game event. This includes situations where the athlete or any person's life is in danger. The emergency action plan includes: Emergency Personnel, Plan of Action, Directions to Facilities, Planning, preparation, and practice are the keys to achieving success in the case of an actual emergency.

EMERGENCY PERSONNEL

Emergency personnel include the following:

- Athletic Trainer(s)
- Coaches and Administrators
- Campus Nurse
- Itasca Emergency Medical Services(EMS)

Athletic Trainer(s) - Are healthcare professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. All Licensed and Certified Athletic Trainers complete programs which include formal instruction in areas such as injury/illness prevention, first aid and emergency care, assessment of injury/illness, human anatomy and physiology, therapeutic modalities, and nutrition before receiving their license/certification. Itasca ISD is staffed with one full time Athletic Trainer, primarily at the High School.

Coaches- All Itasca coaches are required to be first aid and CPR certified before working with student athletes.

Campus Nurse-Every campus is staffed with a nurse, either RN or LVN. Nurses can assist in emergency situations. The nurse should be notified of any emergency situations during regular school hours.

Itasca Emergency Medical Services(EMS)-EMS is activated by calling 911 If on campus dial 9-911

Emergency Personnel Responsible for:

1. Establish care for athlete
2. Retrieve emergency equipment(Ex. Crutches, Splints, AED)

3. Activate EMS, if needed
4. Meet EMS and direct to scene

Location of AEDs

High School Campus

1. Stadium Fieldhouse
2. Front Office-On a wall in receptionist front area
3. Gym
4. Baseball/Softball Field

Junior High Campus

1. Nurse's Office

UIL Safety Training

1. Legislation requires safety training for all coaches or sponsors for athletic activities, and any marching band director. UIL has developed a safety training program for coaches and sponsors of athletic activities that is available through the UIL Online as part of the Rules Compliance Program.
2. Mandates that schools, at least once per year, conduct a safety drill that incorporates the training described in the safety training program developed by UIL.
3. Requires that student athletes be provided training in recognizing symptoms of catastrophic injuries, including head and neck injuries, concussions, asthma attacks, heat stroke, cardiac arrest and injuries requiring use of an AED, the risks of using nutritional supplements. This training can be conducted by the school, using the materials available on the SB 82 portion of the Health and Safety Section of the UIL website.

More information can be found on the UIL website, under Health and Safety <http://www.uil texas.org/health/safety-training>

PLAN OF ACTION

- After an injury occurs, always remember to remain calm.
- Due to district and UIL requirements, there should always be one person certified in first aid and CPR.
- Check to make sure the scene is safe to continue care
- Quickly and efficiently evaluate the situation; does this situation require the activation of EMS

If EMS is NOT Required:

Retrieve basic information about the situation (Ex: What happened, who was involved, etc.)

Notify Parent of situation, followed by Athletic Trainer and Athletic Director (if not already

there)

If EMS is Required:

- Designate someone to activate EMS (call 911), someone to get AED, & someone to meet EMS and direct them to the exact location.
- Provide CPR or “Compressions Only” CPR, if necessary
- If CPR or “Compressions Only” CPR is not required, take vital signs and monitor every five minutes until arrival of EMS.
- When EMS arrives, Athletic Trainer, Coach or Witness should communicate with EMS
 - Mechanism of Injury
 - What actions have been taken
 - Vital Signs
 - Any concerning medical history
 - Any changes in symptoms or progression in symptoms
- Parent(s) or Guardian of student-athlete should be notified.
- Athletic Trainer(s) and Athletic Director, if not already there, should be notified

When Contacting EMS

The designated should communicate to EMS:

- Identify your name, your phone number, where you are calling from, what you are calling on
- Name and age of person and how incident occurred
- Name suspected injury, what Additional equipment is needed, and what is being done
 - Directions to the site of emergency and where to best access injured people.
 - EMS will ask questions and give instructions.

Administrators and coaches not providing immediate care should be helping with crowd control and assisting by getting Additional equipment/supplies/etc.

ADDRESS TO SCHOOL FACILITIES

LEGION FIELD (FOOTBALL STADIUM) 123 North College Itasca, Tx 76055

HIGH SCHOOL GYM 123 North College Itasca, Tx 76055

Middle School GYM 123 North College Itasca, Tx 76055

FIRE

- Evacuate everybody from building through nearest exits.
- Only trained personnel should use portable fire extinguishers on SMALL controllable fires
after calling for HELP - 911

WEATHER POLICIES

Many sports require student-athletes to be outside for games and practices. It is because of this that weather conditions must constantly be monitored for the safety of the students. Listed below are the tools used at IISD to detect severe weather conditions. The Inclement Weather Guidelines goes more in depth about policies and procedures used by Itasca ISD.

Weather Communication

Weatherbug App:

The newly redesigned WeatherBug® app offers real-time, neighborhood-level weather forecasts from our own weather network (the largest in the world). Plus, get the fastest severe weather alerts and exclusive Spark™ lightning proximity alerts that tell you exactly how far away lightning is to you.

Local weather stations:

If available, weather conditions will be monitored on local weather stations.

Flash-to-Bang:

To use the flash-to-bang method, begin counting when sighting a lightning flash. Counting is stopped when the associated bang (thunder) is heard. Divide this count by five to determine the distance to the lightning flash (in miles). For example, a flash-to-bang count of thirty seconds equates to a distance of six miles ($30/5=6$).

Cold Weather

Clothing is one of the most important parts of keeping the athlete's body warm. Athletes should dress in layers and try to stay as dry as possible. Layers can be added or removed depending on temperature, activity and wind chill. Guidelines are in place in order to protect student-athletes.

There are two cold-related pathologies that coaches, administrators and athletes should be aware of: hypothermia and frostbite.

1. Hypothermia is defined as a decrease in the core body temperature to at least 95 degrees

F. It occurs when the heat loss is greater than the metabolic and heat production. Hypothermia can be categorized in three stages: mild, moderate and severe, based on core body temperature.

2. Frostbite is a thermal injury to the skin, which can result from prolonged exposure to moderate cold or brief exposure to extreme cold. The body areas most prone to frostbite are the hands, feet, nose, ears and cheeks. Frostbite can be classified into three basic categories: frostnip, superficial frostbite and deep frostbite.

Hypothermia Management

It is very important to note that refreezing newly thawed frostbitten tissue can cause extensive tissue damage. If it is not absolutely certain that the tissue will stay warm after rewarming, do not rewarm it. Once the tissue is frozen, the major harm has been done. Keeping it frozen for a longer period of time will not cause significant Additional damage.

Overview :

- Do not rub the area.
- Gently rewarm the area by blowing warm air onto the area, placing the area against a warm body part, or placing the affected area into warm (101 - 108 degrees F) water for several minutes.
- If not absolutely certain that the tissue will stay warm after rewarming, do not rewarm it.

Refreezing newly thawed frostbitten tissue can cause extensive tissue damage! • If a person is also suffering from hypothermia, the first concern is core rewarming. • Treat severe hypothermia as a medical emergency!

Wrap the athlete in an insulated blanket and see emergency medical care immediately.

Frostbite Management:

The basic principles of rewarming victims of hypothermia are to conserve the heat they have, and replace the heat that they have already lost. The best method to determine the extent of core temperature loss is measurement of rectal temperature. Unfortunately, obtaining a rectal temperature reading on a moderately or severely hypothermic patient can be difficult, and may expose the athlete to further cooling.

Overview :

- Remove athletes from cold environments.
- Remove wet clothing and replace it with dry clothing and/or blankets.
- Refer all moderate cases to the emergency room once safe to transport.

Administrative Regulation: Outdoor Competition Cold Weather

Games to be postponed due to cold weather will be determined on a case by case basis by the Itasca ISD Administration.

Postponed games to be rescheduled will be determined by the head coach of that sport as well as the athletic director. An outside sport game date will be considered for rescheduling if the following occurs:

Wind chill reaches 25F or less, with precipitation

Wind chill is less than 20 degrees, without precipitation

Heat Stress

Athletes should be observed carefully for signs of trouble, particularly athletes who lose significant weight, and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance, and unsteadiness.

Heat Cramps - Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to sweating.

Heat Syncope - Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Pre-disposes to heatstroke.

*Heat Exhaustion (Water Depletion) - Excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

*Heat Exhaustion (Salt Depletion) - Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

*Heat Stroke - An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heatstroke victims, contrary to popular belief, may sweat profusely).

*Immediately cool the body while waiting for transfer to a hospital. Remove clothing and place ice bags on the neck, in the axilla (armpit), and on the groin area. An increasing number of medical personnel are now using a treatment for heat illness that involves applying either alcohol or cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling. (Source--The First Aider--September 1987). Give fluids if the athlete is able to swallow and is conscious.

Lightning

If lightning is detected (cloud to ground or cloud to cloud strikes) within a 8 mile radius, during an outdoor athletic event, athletes will be escorted to the locker rooms or nearest safe shelter. This will be done as quickly and as organized as possible.

- Return to practice or athletic event will occur after 30 consecutive minutes from the last lightning strike in the 8 mile range.
- During an event, a public Address announcement will be made to inform the student athletes, staff and spectators that lightning is in the area and they need to seek a safe shelter. Evacuate to an indoor facility or vehicle. Avoid going underneath or near trees, metal fences, gates, and tall light/power poles. Avoid water, high ground or open spaces.
- Student-athletes, staff and spectators will remain in an appropriate shelter until the “all clear” announcement is given.
- Depending on the weather, if the lightning continues, a decision will be made on whether the athletic event will continue or be canceled. This decision will be made by the Athletic Director, the Administrator on duty, or the Superintendent.

Safe Shelters for Lightning & Other Inclement Weather

Legion Field (Football/Soccer)

- Home teams go to home locker room with coaches
- Visiting teams go to visiting locker room with coaches
- Home band, cheer, Lionettes, managers, sponsors go to buses
- Visiting band, cheer, Lionettes, managers, sponsors go to buses
- Officials go to official’s locker room located in Field House
- Game Help/ Workers go to coaches office
- Spectators go to their cars.

Football Game/Practice Fields

All teams go to the locker room or weight room.

MJHS Practice Fields

All teams go to the gym or locker rooms.

SECTION 14:
HEAD COACH CHECKLIST

Date Completed: _____

	Read and Understand the IISD Athletic Handbook
	Review and Understand UIL No Pass No Play Calendar
	Obtain CDL
	Obtain CPR/AED/ Sports Safety Certification

	Complete UIL CCP (on-line)
	Complete UIL Steroid/Safety training (on-line)
	Complete Professional Acknowledgement form (new coaches)
	Attend Athletic Staff Development Meetings (Start of the Year)
	NFHS Fundamental of Coaching Course (New Coaches)
	Tackling Certification (Football only)
	Attend yearly THSCA, TGCA, UIL Coaching School, or Sport Specific Clinic
	Parent Meeting Prior to the start of your season (Mandatory)
	Conduct a safety drill with all students in athletic periods or by teams
	Summit Budget form to the Athletic Director on or before the set due date

Preseason

	Make plans to obtain 8 hours of professional development required by IISD.
	Inventory and update all equipment and check all facilities that will be used by your sport.
	Ensure the Physical Packet for every athlete is complete.
	Review transportation policy and submit transportation requests for scrimmages, tournaments and regular season.
	Develop and send out the IISD district approved parent letter prior to the start of your first practice
	Secure Officials for all varsity and JV and middle school games.
	Maintain and consistently update the district webpage for your sport.

	Review and Understand District 2A DEC sport specific policies and rules
	Post and update your season schedule to Rank One. Update when changes take place.
	Teach Character at least one day a week during the preseason and off season.
	Complete any PAPF paperwork for transfers/new student athletes and send it to the AD. (Athlete is not eligible for Varsity until there is DEC/ UIL approval).
	Fundraisers/promotions/Sr. Night/Jr. High Night/ Homecoming dates confirmed and approved.
	Program Objectives
	Emergency Procedures-Review EMAPS
	Review Budget Sheet

	Confirm Officials for all varsity, JV and middle school games and confirm games with opposing coach
	Varsity team sport eligibility form
	Middle school coaches meeting
	Clinic Coaching staff and drills and philosophy
	Establish Rank One roster for all student athletes who try out
	Create team Rosters in Rank One
	Upload and Update Coaches information and certifications on Rank One
	All Extra - Curricular absences should be requested for approval prior to the start of the season (includes scrimmages and tournament play) before entering request online

In-Season

	Update MaxPreps scores and statistics within 36 hours of contest. (i.e. games played on a Tuesday must be updated by Thursday at 9 a.m.
	Develop a written plan for each practice and strength and conditioning session.
	Maintain and update district webpage.
	Report game results to the newspaper by deadline.
	Copies of emergency contact cards for athletes must be taken to all away games.
	Confirm officials/officials assignment 24 hrs before each contest.
	Confirm buses with transportation for away games 24 hrs before each away contest.

	Confer with custodial/maintenance/and contractors for facility preparation. Walk the facility 24hrs before and the day of the game/contest to ensure the facility is clean and orderly.
	Facility set up (nets, game field, goals) and take down is the responsibility of the head coach.
	Plan for pre-game and post-game meals (if applicable). The correct form(s) must be completed 7 days prior.
	All receipts must be signed and turned in within 48 hrs.
	Notify administration, all teachers, and attendance personnel of athletes leaving for early release due to competition 3 days prior to the competition. Must have Administrative approval.
	Maintain Google Spreadsheet for No Pass No Play every 3 weeks
	Establish tutorial/character development time and date

Conclusion of Season

	Check in and inventory all equipment. Update and send your inventory to the Athletic office.
	Complete assistant coaches' evaluation and submit to the athletic office within 30 days of your last contest.
	Prepare Schedule for the upcoming year prior to April 1.
	All equipment should be stored and all areas cleaned by June 1.
	Self-Assessment and plan for next year to be given and discussed with the Athletic Office.
	Submit Summer Calendar dates and times of workouts.
	Verify all purchases/items purchased have been received within 72 hrs. Of receiving items.

Coaches Athletic Policies / Electronic Handbook Acknowledgement

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

I hereby acknowledge receipt of the Itasca Athletic Policies Handbook electronically. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this

handbook intends no modifications to contractual relationships or alterations of at-will relationships. I understand that I have an obligation to inform my Director of Athletics of any changes in personal information, such as a phone number, address, etc. I also accept responsibility for contacting my Director of Athletics if I have any questions or concerns.

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

Coach's Name (Printed)

Coach's signature

Date

- Coaches are employed for the year, rather than the sport. You should be prepared to work numerous nights and weekends.
- Coaches will know and promote the athletic department mission statement.
- Coaches will be loyal to the Athletic Department, other coaches, the administration, and to the school. Policies established by the administration will be supported and followed by the Athletic Department in all sports and at all levels.
- Coaches will be dedicated, hardworking, enthusiastic leaders. You should work very hard to be non-confrontational when dealing with the student-athlete, parents, and faculty.
- Coaches will attend all staff meetings and be active participants. (Sit in the front!)
- Coaches will take the initiative. Follow the simple rule that "if it needs to be done, do it."

- Coaches will supervise the facilities at all times. Never leave an area unattended while students are occupying it.
- Discipline will be shared and expected by all coaches. The removal of a player from a team will be done by the head coach in coordination with the Director of Athletics.
- Follow the chain-of-command. Go through proper channels.
- Never discuss personnel with a parent. Any problems that you have with a parent, teacher, or administrator should be referred to the Director of Athletics.
- Be professional at everything you do. We want the teaching staff, the administration, the coaching staff, and the community to see us as a group of coaches in which they can be proud. This is a great responsibility and takes dedication! Always be early...never late!!!
- NEVER ARGUE WITH AN OFFICIAL. "Working" an official is part of the game but you need to know the difference. Severe measures will be taken if any coach puts himself or herself in a position that could cost our school a contest and/or probationary action by the District Executive Committee or UIL.
- Anytime we host an event, coaches will be assigned to work:

Please don't ask to get out of these duties unless it is an emergency