

**NEW CANEY ISD
ATHLETIC
DEPARTMENT
HANDBOOK**

2020-2021

Philosophy of Athletics

Interscholastic athletics is an integral part of the overall education process. 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 create 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.

NCISD Athletic Program Objectives

To provide the opportunity of athletic participation to every student who has the ability and desire to do so, while creating and implementing a positive environment that encourages both athletic and academic excellence.

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. In order for athletics and other extracurricular activities to remain a vital part of the educational program, students, coaches, players, and spectators must all demonstrate an understanding of and adhere to the rules of sportsmanship.

As a coach, you are expected to:

- Exemplify the highest degree of moral character, behavior, and leadership
- Adhere to 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

UIL Information

The UIL, as the governing body of athletics for the State of Texas, has set forth guidelines for athletic competition relating to eligibility, practices and games, awards, employment of coaches and the health and welfare of athletes. NCISD coaches are expected to adhere to all UIL rules and regulations. Failure to do so could result in disciplinary action including loss of employment. All questions about UIL rules and regulations should be directed to the campus coordinator or athletic director.

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*.

- 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

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, the athletic department will take immediate investigative action. If the investigation shows a violation occurred the matter will be referred to the District Executive Committee.

Examples of Violations: Coach, player, or fan abusing official
 Playing in ineligible player
 Any situation where a coach, sponsor, player or school representative violates UIL rules

State, District, or Department Policy Violations:

Incidents that are not a UIL/TEA violation, but do relate to State, District, or Athletic Department policy violations will result in an immediate Athletic Department investigation. During the investigation coaches could be placed on leave pending the outcome of the investigation. Once guilt or innocence is determined, appropriate disciplinary action will be taken.

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 campus athletic coordinator, principal and athletic director immediately.

- A written report of the incident shall be sent to the campus athletic coordinator, 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 campus coordinator, principal and athletic director by phone.

The following incidents must be reported immediately

- 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 DAEP 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

Social/Electronic Media

All NCISD coaches are expected to adhere to the policy and guidelines as set forth in the NCISD Employee Handbook under Use of Electronic/Social Media with Students. Coaches are subject to applicable state and federal laws, local policies, administrative regulations, and Educator's Code of Ethics related to use of social/electronic media use. Coaches and other approved employees are permitted by the District to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a coach may set up a social networking page for his or her team that has information related to practices and/or games. Parents are welcome to join or become a member of such a page. An employee described above may also contact a student individually through electronic media to communicate about items such as practice times or upcoming game information. [See policy DH (LOCAL)] When communicating with students, coaches are encouraged to utilize a platform such as Remind 101/Group Me or other similar media.

Coaches should not communicate, friend, or contact any athlete who is not in their program and enrolled at your school as this could be construed as recruiting and is a UIL violation.

Coaches are not to use any of their personal social media to communicate, friend, etc. with students. All communication of this type should be through official NCISD media or with their team apps such as Remind 101/Group Me, etc.

A parent who does not want their child to receive any one-to-one electronic communication(s) from a district employee should be directed to the Athletic Director's office so that they may complete the appropriate paperwork.

Athletic Department Lines of Communication

Following the appropriate chain of command is essential when dealing with any and all athletic related business and issues. The first step in problem solving is for the head coach and parent to communicate and work together to solve the problem. If the first step does not work, the campus athletic coordinator should be involved to help mediate the situation.

Any problems or issues should follow the line of communication outlined below:

High School:

1. Head coach of sport
2. Campus Athletic Coordinator
3. Executive Director of Sports and Facilities

Middle School:

1. Middle school coordinator
2. High school head coach of sport
3. High school campus coordinator
4. Executive Director of Sports and Facilities

ATHLETE CODE OF CONDUCT

Listed below is the Athlete Code of Conduct. This information is taken from the NCISD Athletic Department parent handbook. Coaches need to ensure that these policies are enforced and adhered to by our athletes.

There are many advantages of being a member of an athletic team in the New Caney Independent School District. In fact, there are so many that it would be difficult to list them all. But there are some realities each athlete needs to be aware of before accepting the challenge of becoming a student athlete for his/her school.

1. You may practice and never get to start.
2. Training rules may cramp your social life. Sacrifices will be necessary.
3. You will have to practice every day after school, Saturday's and possibly holidays.
4. Less study time will be available, yet you must pass to be eligible to play.
5. Do not expect favors because you are an athlete, expect a challenge.
6. You will be expected to be well behaved on and off the field. What you do off the field may get you dismissed.
7. You will be expected to follow NCISD Student Code of Conduct.

Most things listed in Athletic Code of Conduct should be self-imposed rules. If you lack the maturity or self-discipline to adhere to those rules then it may be necessary for the Athletic Department to instigate disciplinary action, possibly even permanent dismissal.

To be admired as a champion and as an athlete—**ACT RIGHT!**

Conduct of an Athlete

1. No profanity or trash talk. Remember, people don't see you, they see the school's name across your chest.
2. School attendance is required on game day unless approved by the coach and principal.
3. Truancy and unexcused absences are unacceptable.
4. Any athlete that is placed in ISS and/or suspended from school is not eligible to practice or play in a game until they have completed their punishment.
5. No jewelry during practice or games.
6. Go to practice. There are very few acceptable excuses to miss a practice.
7. Any athlete that quits a sport will not be allowed in another sport until the sport he or she quit has finished or the athlete has received the consent from all coaches involved. Also, note that any athlete who quits or is dismissed from a sport forfeits that sports athletic award.
8. If a student becomes academically ineligible for two nine-weeks in a row, they may be dismissed from athletics. The student can be reinstated when academics stability is demonstrated.
9. **NO HAZING!** (Hazing: Any activity intentionally taken for the purpose of initiation in which any student(s) humiliates, degrades, or physically or mentally abuses any other student.)

10. Being in the environment of alcohol, tobacco or any illegal substance or activity is prohibited. If you are at a party, in a car, etc. where drugs and alcohol are present, **LEAVE!** Do not be found guilty by association.
11. Engaging in inappropriate or indecent exposure of private body parts or sexual conduct in locker rooms or playing fields/courts, or while on athletic trips will not be tolerated.
12. Any conduct that result in arrest and/or citations other than a traffic violation from law enforcement officers will not be tolerated.

Violations of rules may result in but are limited to the following actions:

1. Punishment deemed appropriate by head coach
2. Discipline contracts
3. Suspension from game/games
4. Suspension from an athletic team
5. Suspension from the athletic program
6. Permanent removal from the athletic program

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

Participation in Multiple Sports

Student athletes have one chance to participate in inter-scholastic athletics. Athletes need to be encouraged to participate in as many sports as their interest and abilities permit.

Non-School Sponsored Sports

It is the expectation of NCISD Athletic Coaching Staff that school sponsored sports take precedence over non-school sponsored sports. Athletes that miss practice or contests due to participating in club or league without permission of the head coach are subject to disciplinary action. Punishment for missing practices or UIL contest for outside leagues and clubs include but are not limited to the following.

- Loss of playing time
- Change in team status (Varsity to JV)
- Game suspension
- Removal from team
- Dismissal from NCISD athletics

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.
- Encourage 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. The eligibility status of students under a coach's jurisdiction is the coach's responsibility.
- Help wherever needed whenever needed. (Testing, lunch duty, hall monitor, etc.)

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.
- Scrimmages and dual meets will be governed by UIL rules.

Any overnight trips must be approved by the Athletic Director. Overnight trips will have adequate coaches chaperoning, no students will be allowed to stay in a hotel room alone, students and coaches will not share a room. Female students require a female chaperone; Male students require a male chaperone.

Hotel requests including rooming lists must be submitted to the athletic director’s office for approval a minimum of 10 school days prior to the event.

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.

Game Cancellations and/or Rescheduling

The cancellation and/or rescheduling of games rest with the Athletic Director or designee.

1. When weather conditions are interpreted as being hazardous to the health and well-being of the participants, the head coach will notify the athletic director/designee of the condition. Upon approval, the head coach will contact all appropriate groups- including school administration, game officials, and the athletic director's office to notify them of the cancellation and rescheduling of the activity.
2. If, on any campus, some unforeseen event occurs that would affect the playing of any game, the head coach will contact the athletic director or designee notifying them of the situation. The athletic director or designee will investigate the situation and make a decision 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

Supervision is much more than just being present, you must be engaged. You must have situational awareness. Situational Awareness is defined as being aware of what is happening around you in terms of where you are, where you are supposed to be, and whether anyone or anything around you is a threat to the safety of students.

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 be present when athletes are waiting on rides; athletes are never to be left unattended as they wait for transportation home.

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

All coaches and athletic trainers are expected to dress in a professional manner applicable to the sport they are coaching.

Transportation Procedures and Requirements

Buses will be provided for teams to be transported to all athletic events. Coaches should submit online transportation requests a minimum of 2 weeks prior to the first scrimmage.

All NCISD coaches will be required to obtain a Commercial Driver's 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.

Transportation 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. ALL athletes will ride to and from contests in school vehicles; unless approved by the head coach.

Transportation to and from Games

It is expectation of NCISD Athletic Coaching Staff that athletes ride the bus with the team to and from games. We also recognize that under certain situations it may become necessary for a parent to arrange alternate transportation for their son/daughter. Should this arise the parent should contact the head coach of the sport as soon as possible and arrange a meeting to discuss the situation. If the athlete is permitted by the head coach of the sport to have alternate transportation provided the parent must have **Alternate Transportation Form** completed and on file 48 hours prior to the event. Copies of this form can be obtained from the athletic director's office.

Off-Campus Travel and Consent

NCISD provides daily transportation to and from NCISD campuses and certain NCISD off-site facilities for students participating in school-sponsored activities. If the parent wishes to arrange alternative transportation for the student to and from NCISD's off-site facilities, other than the transportation provided by NCISD, the parent must have an **Off Campus Travel Consent and**

Release form completed and on file prior to the event. Copies of this form can be obtained from the athletic director's office.

Charter Bus Policy

Athletic teams who make the playoffs may request to travel by charter bus. Charter bus approval must be granted by the Athletic Director. Reservations for all charter busses will be handed through the Athletic Director's office.

Lettering Procedures

The head coach of each sport is responsible for determining the criteria for lettering athletes.

Quitting a Sport

Any athlete that quits a sport will not be allowed to go to another sport until the sport he/she quit has finished or they receive the consent from all coaches involved. Also, note that any athlete who quits or is dismissed from a sport forfeits that sports athletic award.

Business and Accounting Procedures

Operating/Budget Account Requisition Procedures

Head Coaches are given a supply, meal, and entry fee budgets. All purchases must follow NCISD purchasing guidelines. The campus secretaries will be able to answer questions and assist with the purchasing process.

Activity Account Requisition Procedures

Purchases made using the activity accounts must follow the NCISD activity account guidelines. The athletic department book keeper will be able to answer questions and assist with the purchasing process.

Equipment Policy

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 disposed of in an 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 submitted to the athletic office as a requisition. The athletic office will submit request for approval. Purchasing policy procedures will follow as normal.
- 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.

Professional Development

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. All professional travel forms must be signed and returned to Athletic Office a **minimum of two weeks in advance of the event.**

NICSD will pay a set rate for professional development. Any additional 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 written breakdown of expenses to the financial office upon return from the event.

Middle School Regulations

All Middle School athletics will be governed by Texas State Board of Education policies and all UIL regulations relating to eligibility, practices and games, awards, employment of coaches and the health and welfare of athletes.

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 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 the 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 are responsible for overseeing the middle school athletic program in conjunction with the campus coordinators, athletic director, and principal of the campus.

Athletic Trainers Roles and Expectations

UIL Required Forms

Athletic trainers for each campus are responsible for ensuring that all participants of athletic programs have completed and have on file all UIL required forms each year to be eligible for athletic participation. These forms must be on file before an athlete can participate in a practice session, scrimmage, or game, (both in-season and out-of-season). Athletic trainers are responsible to ensure that all physicals are completed on the New Caney ISD Physical Form. The campus athletic trainer must be made aware of any existing conditions or limitations that may impact the performance of an athlete. Athletic trainers are responsible for communicating with head coaches in the event an athlete does NOT have a physical on file.

Athletic Injury/Illness

In the event that an athlete becomes ill or injured, athletes must communicate with the athletic trainer. Athletic trainers will evaluate the athlete and communicate the condition with the parent and also with the head coach. Parent notes will not be accepted as a reason to miss practice for more than two days. If the parent decides to take the athlete to the doctor, it is the responsibility of the athletic trainer to follow all WRITTEN instructions from the doctor relating to the care and treatment of the athlete. It is the responsibility of the athletic trainer to keep all parent notes and doctors notes on file to track injuries of athletes.

The health of all athletes is very important to all coaches and the athletic training staff. In the event an athlete becomes ill or injured they should inform the campus athletic trainer and head coach as soon as possible. If a parent feels their child needs to see a doctor about an injury, they need to make sure and communicate with the campus athletic trainer. If an athlete goes to the doctor, WRITTEN instructions from the doctor relating to the care and treatment of the athlete must be turned into the campus athletic trainer. All athletes under a doctor's care must have a written release to return to activity. **Parent notes for an illness will not be accepted as a reason to miss practice for more than two days.** Whenever an athlete is injured or has an illness of a minor nature, the athlete may be required to dress out (but not participate) and stay with their group during the workout. Athletes can learn from each practice session, whether they are actually working out or simply observing. The campus athletic trainers are available by appointment. Please contact the appropriate campus to schedule an appointment.

Insurance

Athletic trainers are responsible for communicating information about NCISD Supplemental Accidental Coverage Insurance and also the accidental secondary insurance policy for parents to purchase. Questions about these policies will be directed to the high school athletic trainers.

Student participation in athletics is voluntary. NCISD provides an accidental secondary insurance policy. Questions about this policy should be directed to the high school athletic trainers. Supplemental Accidental Coverage for parents to purchase is also available. Questions about this policy should be directed to the high school athletic trainers.

Procedures for Handling Claims and Medical Bills

Athletic trainers will be responsible for claims surrounding athletic injuries. It will be their responsibility to initiate, administer, and track all claims for athletic injuries. Any questions about insurance claims will be answered by the high school athletic trainers.

It is the responsibility of the athletic trainers to report all claims to the athletic director.

A claim form for every athletic related injury will be initiated will be the campus athletic trainers. Claims on injuries will be administered and tracked by the athletic trainers. Questions about insurance claims should be directed to the high school athletic trainers.

Procedures Regarding Emergencies

The athletic trainer should 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 athletic 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.

NCISD Athletic Department Random Drug Testing Policy

The athletic department conducts random drug testing on all our student athletes. The program is a "Three Strike Program" aimed at deterring 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 students and assist them in getting help when needed. Copies of the drug testing policy can be obtained from the athletic director's office.

NCISD Athletic Department Job Descriptions

NCISD athletic department job descriptions are kept on file and can be requested from the Athletic Director or the Human Resources Dept.