

# NEW CANEY

INDEPENDENT SCHOOL DISTRICT



# 2022-2023



# DEPARTMENT OF ATHLETICS

## HANDBOOK

### INTRODUCTION

We hope this handbook will serve as a reference guide, answering some of the questions that will concern you during the year. Please call the athletic office anytime you have a concern or question.

The University Interscholastic League is the governing body of the athletic programs in Texas Public Schools. The New Caney ISD Board of Education, administrators, coaches and teachers fully support the UIL and its enforcement of the rules.

Understand that athletics is designed to accommodate students who have the ability and emotional stability to handle competition, as we know it in the New Caney ISD. Therefore, not all students are capable of competing in the New Caney ISD athletic program. One of the difficult tasks faced as a coach is making the judgment as to who should be selected to compete in this program. Students are not obligated to take part in athletics, nor is it required for graduation. It should be stressed that being a member of an athletic team is a privilege and not a right. Since it is a privilege, the coach has the authority to revoke the privilege when rules are not followed.

We are all aware that being involved in athletics demands a lot of time and dedication from coaches and players alike. As a coach, your players and program reflect your attitudes, beliefs and your work ethic. This does not necessarily translate into a superb won-loss record, but it does mean that your players and program will have discipline, responsibility and a strong work ethic. Never assume that each athlete is born with these traits. Rather, these traits need to be brought out through a developmental process by you, the coach. We all desire an athletic program that will support the mission of New Caney ISD and we ask that all of you involved work hard to make this a reality.

Jim Holley  
Director of Athletics

### **New Caney ISD Athletic Department Transformational Statement**

Coaches of the New Caney ISD Athletic Program will develop relationships with the student/athletes in their programs in an attempt to empower, inspire and lead them toward excellence in all aspects of life through the development of integrity, respect, character and teamwork.

### **New Caney ISD Athletic Department Mission Statement**

Consistent with the mission of the New Caney ISD, the New Caney ISD athletic department will provide an athletic program that helps develop the whole person through education and competition. In addition, the program will provide student-athletes an opportunity to pursue and understand the values of attitude, character, commitment, leadership, sportsmanship, responsibility, accountability, decision-making, work ethic and team.

### **NEW CANEY ISD ATHLETIC PROGRAM OBJECTIVES**

1. Involve as many students as possible in a positive athletic environment.
2. Instill in all students an exemplary work ethic and the qualities of accountability, citizenship and a high degree of sportsmanship.
3. **Play everyone on the sub-varsity levels if eligible, in good standing and if no game restrictions are in place (i.e. baseball/softball substitution rules).**
4. Develop and maintain a complete and comprehensive off-season program.
5. Have all programs represented with class, character and dignity.
6. Establish programs so that all participants enjoy a positive learning experience.
7. Demonstrate that each of our athletic teams is well coached, highly disciplined and very well organized.
8. Establish District-wide bond of loyalty and pride that reflects the principles, integrity and attitude of New Caney ISD.
9. Ensure the New Caney ISD athletic department objectives support the total mission of New Caney ISD.

### **COACHING EXPECTATIONS AND FORMS**

#### **A. 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

#### **B. PRACTICE EXPECTATIONS**

1. Coach will have a written plan for practice.
2. Coach will show the athletes he/she is interested in the progress as individuals and as a team.
3. Coach will move and circulate throughout practice.
4. Coach will coach with a positive attitude. In addition, when correcting an athlete, give positive feedback first, then make the corrections (i.e. "You did a great job of getting to the ball. Next time, work on getting your shoulders and hips facing the target.") Coach will try and give positive feedback to every player every day.
5. Coach will be dressed appropriately for practice. Practice attire will be defined by head coach.
6. Coach will keep accurate practice attendance.
7. Coach will create a clearly defined warm-up routine for each game.

#### **C. GAME DAY EXPECTATIONS**

1. All coaches will stay until the final game of the evening is complete to assist with the other games and supervise those student-athletes that remain in the stands.
2. **Coach will ensure that all student-athletes are supervised at ALL times.**
3. Coach will not allow student-athletes to be released to go home with anyone but their parent and then only with the appropriate paperwork on file.
4. Coach will be dressed appropriately for game days. Game day attire will be defined by head coach and campus athletic coordinator.

#### **D. 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.

## E. **FORMS AND INFORMATIONS**

1. All **required participation forms** must be completed in their **entirety** and returned to the athlete's head coach or athletic trainer before a student participates in **any** try-out, practice, athletic class, open gym, open weight room, athletic competition, or travels with an athletic team for any purpose.
2. The student is required to use the Pre-participation—Physical Examination Form. **NO OTHER** Physical Examination Form can be accepted as per the UIL. **A new physical exam must be given prior to each school calendar year.**

## **F. 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 Director of Athletics immediately.

- A written report of the incident shall be sent to the campus athletic coordinator, principal and Director of Athletics 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

**Request for Post-Activity Student Release:** This form MUST be signed by a parent or guardian in order for the athlete to ride home from an away game. If the form is not turned in, the athlete must ride on the bus back to the campus.

**TEA/UII Academic Eligibility Calendar:** This calendar, accessible in the Athletics section of the New Caney ISD website, indicates the specific dates on which academic grades are evaluated or re-evaluated as well as when students gain/lose eligibility.

## **NEW CANEY ISD ATHLETIC DEPARTMENT**

### **NEW CANEY ISD ATHLETIC DEPARTMENT ADMINISTRATION**

Jim Holley	Director of Athletics
Miranda Biehle	Events and Athletic Facility Coordinator
Tyler Castleberry	Athletics Operations Coordinator
Jennifer Kay	Athletic Office Coordinator
Jennifer Cruz	Athletic Tech / Assist Swim
Charlene Land	Receptionist

### **NEW CANEY ISD HIGH SCHOOL CAMPUS ATHLETIC ADMINISTRATION**

Travis Reeve	New Caney HS Athletic Coordinator
Anna Whiddon	New Caney HS Asst. Athletic Coordinator
Billy Russell	Porter HS Athletic Coordinator
Clarneva Pierre	Porter HS Asst. Athletic Coordinator
Dougald McDougald	West Fork HS Athletic Coordinator
Tammy White	West Fork HS Asst. Athletic Coordinator

### **NEW CANEY ISD MIDDLE SCHOOL CAMPUS ATHLETIC ADMINISTRATION**

Brandon Rodriguez	KCMS Boys Coordinator
Connie Collmorgen	KCMS Girls Coordinator
Shawn Powell	PVMS Boys Coordinator
Sarah Ramos	PVMS Girls Coordinator
John Simms	WFMS Boys Coordinator

Heather Gilbert  
Tony Bloom  
Melanie Chonko

WFMS Girls Coordinator  
WOMS Boys Coordinator  
WOMS Girls Coordinator

## **Athletic Staff Chain of Command**

**High School Coach: Assistant Coach---HS Head Coach---HS  
Coordinator---Director of Athletics**

**Middle School Coach: Assistant Coach---MS Head Coach---MS Coordinator---HS  
Coordinator---Director of Athletics**

**Trainers: MS/Asst HS Trainer---HS Head Trainer---HS Coordinator---Director of  
Athletics**

**Non-Coach/Trainer: Coordinator---Director of Athletics**

## **Athletic Staff Information**

### ***RESPONSIBILITY OF COACHES***

#### **A. ATHLETIC DEPARTMENT LINES OF COMMUNICATION**

All athletic department 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 New Caney ISD 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. Coach will discuss issue with campus athletic coordinator.
2. CAC will decide whether issue is brought to the New Caney ISD athletic office.
3. Athletic office will contact the UIL-COACHES ARE **NOT** TO CONTACT THE UIL OFFICE.

#### **B. RELATIONS WITH CAMPUS FACILITY**

All New Caney ISD 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. Mix and mingle with the faculty and staff and remember that these people can and will help if they feel we are sincerely helping them and are one of them.

Each New Caney ISD head coach is responsible for understanding the UIL/TEA No Pass-No Play guidelines and is responsible for the eligibility grade checks for his/her athletes.

**C. MIDDLE SCHOOL PROGRAM EXPECTATIONS**

Every middle school is aligned to a designated high school(s). Middle School athletic coordinators -are responsible for the entire administrative and organizational procedures for grades 7-8. All middle school football coaches will work with their respective high school’s football spring training sessions and two-a-days. All middle school coaches’ expectations are listed on the athletic website under “Staff Information”.

**D. HIGH SCHOOL PROGRAM EXPECTATIONS**

In an effort to further align or MS and HS feeder athletic programs, high school coaches are expected to communicate with their feeder middle school(s) throughout the year. All high school coaches’ expectations are listed on the athletic website under “Staff Information”.

**E. TITLE IX**

Regular internal examination can minimize any problems or concerns that may arise. Proactive compliance is the key.

**F. STAFF INTEGRITY AND LOYALTY**

All staff members will make a 100% commitment to the philosophy, objectives and guidelines of the New Caney ISD athletic department.  
Maintain a positive working relationship with all members of central/district support staff.

**G. TRAVEL**

Travel by New Caney ISD athletic teams or individual athletes **not directly related to UIL sanctioned activity** (i.e. ropes course or team retreat) must be recommended by the Campus athletic coordinator and must receive approval by the Director of Athletics.

***DESCRIPTION OF DUTIES***

**DIRECTOR OF ATHLETICS**

- A. Reports to the Superintendent
  
- B. General
  - 1. The Director of Athletics shall organize and administer a competitive athletic program with the guidelines of the New Caney ISD Athletic Department Philosophy and Objectives.
  
- C. Specific Duties and Responsibilities
  - 1. Supervise the athletic program of the junior high schools and high schools.
  - 2. Prepare and maintain an athletic department operation manual.



3. Recommend for employment, prospective staff members that meet the high-quality standards that the New Caney ISD expects in the classroom and on the field.
4. Oversee all interscholastic contests.
5. Direct the business affairs of the athletic program including the preparation and administration of the budget.
6. Make periodic reports as requested on the operations of the athletic department.
7. Coordinate and manage all ABC activities as they pertain to the athletic program.
8. Evaluate designated staff within New Caney ISD.
9. Develop and maintain the master athletic department operations calendar.
10. Oversee UIL compliance of all the athletic programs for middle school and high schools.

D. Specific Duties and Responsibilities

1. Responsible for all administrative issues to HS Football, Volleyball, Basketball, Baseball, Softball, Soccer, Track, Cross Country, Powerlifting, Swimming, Diving & Tennis and MS Volleyball, Football, Basketball, Soccer, Cross Country and Track
2. Assistant Stadium Coordinator for all Legacy Stadium Events
3. District 8-5A, 20-5A, 21-5A & 23-3A High School individual sports policies and schedules.
4. Coordinate New Caney ISD security procedures for all athletic events
5. Coordinate New Caney ISD Athletic Department master athletic scheduling.
6. Assist and direct playoff arrangements.
7. Assist with campus hiring procedures throughout the ISD
8. Assist HR with the stipend list for each middle school.
9. Assist with all regional meets within New Caney ISD.
10. Facilitate the relationship between the middle schools and high school's athletic programs.
11. Maintain middle school athletic sport guidelines.
12. Conduct UIL compliance meetings/EOS for assigned programs.
13. New coach trainings.
14. Evaluate Athletic staff.
15. Approve all officials/game worker pay forms

E. Specific Duties and Responsibilities

1. Serve as district-wide primary contact and coordinator of all UIL compliance concerns.
2. Develop and oversee all aspects of athletic staff development 7-12.
3. Athletic department Title IX coordinator.
4. Oversee scheduling of Summer Strength and Conditioning programs.
5. Approves all athletic department reservations in SchoolDude.
6. Conduct UIL compliance meetings for all high school sports and EOS meetings for MS/HS
7. Coordinate scheduling/procedures and facility requirements for all summer camps.

8. Direct coaches' in-service and new head coaches' in-service.
9. Facilitate the high school/middle school stipend lists and send to HR.
10. Assist in weekly campus athletic coordinator meetings.
11. Approve all HS officials/game worker pay forms.
12. Scholarship/Award Recognitions.
13. Previous Athletic Participation form review.

**F. Specific Duties and Responsibilities**

1. Assist business and operations director in budget planning for all senior high athletics.
2. Serve as athletic advisor for athletic construction projects.
3. Liaison between the athletic department and Construction and Maintenance & Operations.
4. Work with the director of maintenance to ensure all athletic fields are safe for use.
5. Coordinate and schedule yearly JH/HS gym floor refinishing.
6. Building Modifications
7. Special Projects
8. Assist New Caney ISD Construction Dept. w/FF&E.

**G. Specific Duties and Responsibilities**

1. Manage the business and financial operations for the New Caney ISD athletic department.
2. Liaison with Purchasing for athletic department equipment bids.
3. Manages/Assist with all New Caney ISD high school tournaments.
4. Oversees all travel arrangements for playoffs.
5. Coordinate and assign athletic trainer coverage for all district athletic events.
6. Secure ambulance and doctor coverage as needed for all district athletic events.
7. Develop and implement district sports medicine guidelines.
8. Supervise all district athletic trainers.
9. Work with the Director of Maintenance to ensure all athletic facilities are safe and properly cleaned and sanitized.
10. Work with the Director of Risk Management to ensure athletic insurance procedures are followed.
11. Work with the Director of Health Services to help coordinate the services of the athletic trainer and the school nurses.
12. Organize and monitor all the UIL required physical examinations for athletics 7-12.
13. Monitor and ensure all UIL forms are current and readily available for all district campuses.
14. Assist in the recruitment and employment of the district athletic trainers.
15. Develop and implement health and safety education programs for all the athletic trainers, district coaches, athletes, and parents.
16. Coordinate CPR and first aid training for all district coaches.
17. Maintain a set of emergency procedures.

18. Maintain Athletic Trainer emergency contact list.
19. Coordinate all UIL compliance/schedules/EOS meetings for assigned programs.

#### H. Specific Duties and Responsibilities

1. Develop and implement a comprehensive training program for all school employees who use the natatoriums with their students. This would include facility safety rules, the facility emergency response plan and general aquatic safety information.
2. Develop and implement a procedure for the inspection and documentation facility equipment safety and water sanitation as required by law.
3. Develop and implement a plan for emergency response drills for school programs which use the New Caney ISD Natatoriums.
4. Develop and implement a program to recruit, hire and train lifeguards for school or non-school use of New Caney ISD Natatoriums.
5. Develop and implement procedures and requirements for outside groups who use New Caney ISD Natatoriums.
6. Develop and implement a plan to monitor and supervise outside groups who use New Caney ISD Natatoriums.
7. Oversee all scheduling of New Caney ISD Natatoriums by both school and non-school groups.
8. Work with New Caney ISD Department of Construction on the new design of natatoriums.
9. Develop and manage the operations budget for the natatoriums.
10. Manage and supervise the New Caney ISD summer recreation swim program.
11. Work with the Director of Maintenance to ensure all athletic natatoriums are safe for use.

#### I. Specific Duties and Responsibilities

1. Handle all athletic administrative duties as requested by UIL District 8-5A, 20 and 21-5A and 23-3A.
2. UIL Documents.
3. UIL administrative support.
4. Manage/order Booster Club/District Passes HS/MS.
5. Webmaster of Athletic Website and HS/MS Campus Athletic Websites.
6. Press box hospitality for AD/Board during football season.
7. Compose letters/memos and type all other department correspondence as needed.
8. Maintain and update all information throughout the school year for the New Caney ISD Athletic Handbook.
9. Athletic office facility reservations/catering.
10. Randall Reed Stadium reservations.
11. Awards coordinator.
12. Backup for submitting work orders.

13. Perform all other duties assigned by the Superintendent.

#### **ATHLETIC DEPARTMENT EVENTS AND ATHLETIC FACILITY COORDINATOR**

- A. Reports to the Director of Athletics
- B. This position is responsible for all operational aspects of the New Caney ISD Stadium. Promote and work with all parties relating to athletic, district, and third-party events held at New Caney ISD Stadium. Supervises fulltime, part-time and all other employees that are assigned to work and operate programs within the New Caney ISD Stadium facilities or others as directed by the Board of Trustees.
- C. Specific Duties and Responsibilities
  1. Manage all New Caney ISD Stadium athletic and non-athletic activities.
  2. Work with High School and Middle School Athletic Coordinators to manage all athletic events held at New Caney ISD Stadium.
  3. Work with appropriate NCISD departments to maximize the commercial opportunities of the New Caney ISD Stadium for planned and proposed.
  4. Coordinate with the appropriate NCISD departments all events held at New Caney ISD Stadium to ensure safe, legal use of all the areas of the Stadium, including but not limited to the community room, concessions, kitchens, security and parking.
  5. Work with facilities staff to ensure that the buildings, athletic facilities and athletic fields at New Caney Stadium are clean and maintained.
  6. Regularly inspect all aspects of the entire New Caney ISD Stadium to ensure the facilities are safe, clean and aesthetically pleasing.
  7. Provide recommendations for enhancing and maintaining athletic facilities and venues.
  8. Maintain liaison with social, professional, civic, volunteer and other community agencies having an interest in the school district.
  9. Provide regular feedback and recommendations to the Director of Athletics regarding facility usage processes, staffing and policy.
  10. Keep records of facilities used, cost to the district of those uses and covered cost.
  11. Maintain an accurate record of all Stadium purchases.
  12. Maintain an inventory of all supplies.
  13. Comply with district policies, as well as state and federal laws and regulations.
  14. Maintain confidentiality of information.
  15. Meet regular and predictable attendance requirements.
  16. Perform all other duties as assigned by the Director of Athletics.

## **ATHLETIC DEPARTMENT ATHLETIC OPERATIONS COORDINATOR**

### **A. Reports to the Director of Athletics**

### **B. General**

This position is responsible for all operation aspects of New Caney ISD Stadium. Promote and work with all parties relating to athletic, district and third-party events held at New Caney ISD Stadium.

### **C. Specific Duties and Responsibility**

1. Manage day-to-day administration of athletic facilities.
2. Oversee and coordinate the staging and management of home athletic events including post season games.
3. Act as the coordinator for the UIL athletic events hosted by the school district.
4. Manage on site logistics for officials and visiting teams for NCISD events.
5. Train and supervise all game support staff as it relates to event operations.
6. Serves as department liaison to game management entities including, but not limited to, concessions, ticket personnel, security, the band and spirit groups, etc.
7. Disseminate game operation information to visiting teams, administrators, and other key district officials.
8. Ensure all UIL game operations guidelines are followed in accordance with UIL rules and regulations.
9. Oversee all game field set up processes to ensure player safety.
10. Coordinate with the NCISD police department to ensure patron safety at all athletic events.
11. Coordinate parking at Randall Reed Stadium for all scheduled stadium events.
12. Coordinate Press Box operation at RRS pertaining to coaching boxes, clock/scorer box, media box and VIP boxes.
13. Coordinate facility security during all NCISD athletic events.
14. Coordinate Facility use.
15. Meet regular and predictable attendance requirements.
16. Perform all other duties assigned by the Director of Athletics.

## **ATHLETIC OFFICE COORDINATOR**

- A. Reports to the Director of Athletics
  
- B. General
  - 1. The Athletic Department Financial Secretary is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Assistant Athletic Director-Business/Operations/SMC.
  
- C. Specific Duties and Responsibilities
  - 1. Preparing, inputting, maintaining, reconciling & close out annual budget for:
    - Athletic Dept – Randall Reed Stadium
  - 2. Outside Athletic events which New Caney ISD host Playoff's.
  - 3. Processing purchase orders for the above groups.
  - 4. Closing out purchase orders according to invoices.
  - 5. Prepare each week the athletic event calendar.
  - 6. Assist with athletic website.
  - 7. Assist activity Purchase orders
  - 8. P-Card reconciliations.
  - 9. Processing employee reimbursement/mileage reports for the Coaches and the Athletic Department.
  - 10. Prepare all financial reports pertaining to the football season games.
  - 11. Prepare all financial reports for UIL pertaining to all playoffs.
  - 12. Reconcile expenses for all playoff games hosted by New Caney ISD from net gate receipts by either invoicing or sending checks to both participating schools.
  - 13. Processing warehouse requisition for the above groups.
  - 14. Deposit funds for Randall Reed Stadium and Athletics.
  - 15. Reimbursement for Summer Recreation & New Caney.
  - 16. Processing & maintain capital pool, special request as well as capital purchase from special funding.
  - 17. Prepare monthly sales tax report.
  - 18. Process and maintain all athletic travel.
  - 19. Keeping track for game settlement owed to New Caney ISD.
  - 20. Tagging and inputting all fixed asset items for Randall Reed Stadium and Athletic Dept.
  - 21. Prepare working cash for:
    - All Randall Reed Stadium events and District athletic events

## **ATHELTIC DEPARTMENT RECEPTIONIST**

- A. Reports to the Director of Athletics
- B. General
  1. The Athletic Department Secretary is responsible for overseeing and managing all duties specific to this position in addition to the duties assigned by all Assistant Directors of Athletics.
- C. Specific Duties and Responsibilities
  1. Answer phones and greet visitors
  2. Open and distribute mail.
  3. Compose letters/memos and type all other department correspondence as needed.
  4. Maintain/update athletic emergency phone list.
  5. Submit Print Shop requests as needed.
  6. Input maintenance work orders for all high school/middle school athletic facilities
  7. High school/Middle School Officials Pay/Game Workers.
  8. Assist with activity purchase orders.

## **HIGH SCHOOL CAMPUS ATHLETIC COORDINATOR**

- A. Reports to the Director of Athletics
- B. General
  1. The High School Campus athletic coordinator is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Executive Director of Athletics.
- C. Specific Duties and Responsibilities
  1. Coordinate and administer the Campus High School Athletic Program in accordance with New Caney ISD and UIL athletic objectives and policies.
  2. Manage campus athletic budget. All High School athletic purchases must be routed to the Campus Athletic secretary and approved by the Director of Athletics.
  3. Interview candidates for campus athletic positions and make recommendations to the Principal/Director of Athletics.
  4. Make all high school coaching assignments with approval of the Director of Athletics.
  5. Coordinate all campus level athletic schedules.
  6. Maintain a complete and accurate high school athletic equipment inventory.
  7. Submit any and all necessary requests as per New Caney ISD Athletic Administration.
  8. Monitor junior high school implementation of philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the high school head coach.

9. Manage any and all campus-based Athletic Booster Clubs following all UIL and New Caney ISD policies.
10. Supervise and evaluate the performance of all campus-based programs and coaches.
11. Possess and demonstrate the ability of effective communication with students, staff, faculty and community always.
12. Must understand and effectively communicate the process of all areas of the NCAA Eligibility Center.
13. Possess a thorough knowledge of all UIL rules and regulations.
14. Develop a program to ensure that all phases of UIL compliance are adequately addressed each year with athletes, staff, parents, faculty and community.
15. Assist all other coaches in the planning and management of their programs as needed.
16. Assist with the management of all UIL competitive activities that occur at the home campus as well as additional tournaments/meets held within the district.
17. Complete an annual evaluation of all coaches assigned to campus.
18. Assist in coordinating and scheduling all necessary event supervisors and game support for all campus-based athletic activities.
19. Attend and encourage attendance at professional workshops and conventions.
20. Encourage membership in professional organizations.
21. Expect each campus athletic program to maintain discipline.
22. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games.
23. Attend District Athletic Meetings (Pre-Season) as well as End of Season Meeting.
24. Monitor and manage PAPP's from all athletic programs.
25. Follow New Caney ISD chain-of-command.
26. Perform all other duties assigned by the Director of Athletics.

### **HIGH SCHOOL CAMPUS ASSISTANT ATHLETIC COORDINATOR**

- A. Reports to the Campus Athletic Coordinator and Director of Athletics
- B. General
  1. The High School Campus Assistant Athletic Coordinator is responsible for assisting the Campus Coordinator in overseeing and managing all duties assigned by the Athletic Campus Coordinator.
- C. Specific Duties and Responsibilities
  1. Assist Coordinator to coordinate and administer the Campus High School Athletic Program in accordance with New Caney ISD athletic objectives and guidelines.
  2. Responsible for creating gym guidelines at their campus.
  3. Assist with Campus athletic coordinator to ensure the preparation of all Campus athletic events.
  4. Assist Coordinator with all High School coaching assignments with approval of the Director of Athletics.
  5. Assist in coordinating all campus level athletic schedules.
  6. Assist Coordinator in maintaining a complete and accurate high school athletic equipment inventor.



7. Submit any and all necessary requests as per New Caney ISD Athletic Administration.
8. Assist in monitoring Middle School implementation of philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Head coach.
9. Assist in interviewing candidates for campus athletic positions.
10. Assist Coordinator in evaluating the performance of campus-based programs and coaches.
11. Possess and demonstrate the ability of effective communication with students, staff, faculty and community at all times.
12. Possess the knowledge of all UIL rules and regulations.
13. Assist all Head coaches in the planning and management of their programs as needed.
14. Assist with the management of all UIL competitive activities that occur at the home campus as well as additional tournaments/meets held within the district.
15. Coordinate and schedule all necessary event supervisors and game support staff for all campus-based athletic activities.
16. Assist CAC with development of a program to ensure that all phases of UIL compliance are adequately addressed each year with athletes, staff, parents, faculty and community.
17. Attend District Athletic Meetings (Pre-Season) as well as End of Season Meeting.
18. Monitor and manage all PAPP's for all athletic programs.
19. Follow New Caney ISD chain-of-command.
20. Perform all other duties assigned by the Director of Athletics.

### **CAMPUS ATHLETIC SECRETARY**

- A. Reports to the Campus Athletic Coordinator and Director of Athletics
- B. General
  1. The Campus Athletic Secretary is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Director of Athletics.
- C. Specific Duties and Responsibilities
  1. Provide daily administrative and clerical support for campus based athletic personnel.
  2. Manage district/campus athletic budgets.
  3. Prepare weekly ticket sales/gate reports, game worker and deposits for HS and JH level campus events.
  4. Assist coaching staff with event check requests, user fees, fundraising and other various revenue producing venues.
  5. Generate/process PO's and receive/distribute PO merchandise.
  6. Work with Vendors collecting quote/bids and the timely receiving of merchandise.
  7. Manage flow of athletic information through campus athletic website, parent distribution lists and district level websites.

8. Generate campus athletic maintenance requests.
9. Greet/direct all athletic visitors.
10. Liaison with college recruiters.
11. Athletic letter jacket facilitation with staff/students.
12. Assist with data management for Rank One, TEAMS and SchoolDude.
13. Assist coaching staff with parent meetings, hospitality, banquets and season celebrations.
14. Liaison with campus athletic and district level reservation requests.
15. Maintain seasonal athletic recognitions for district reports.
16. Maintain up-to-date knowledge of district office and financial systems.
17. Liaison with Media (print, web, radio, TV) for Awards Information.
18. Maintain good rapport with staff, students, parents and district personnel.
19. P-Card reconciliations.
20. Attend District Athletic Meetings (Pre-Season) as well as End of Season Meeting.
21. Other duties as assigned by the CAC.
22. Follow New Caney ISD chain-of-command.
23. Perform all other duties assigned by the Director of Athletics.

#### **HEAD COACHES (HIGH SCHOOL)**

- A. Reports to Campus Athletic Coordinator, Principal and Director of Athletics
- B. General
  1. The head coach will coordinate his/her program for grades 7-12 and supervise assistant coaches working in his/her sport.
- C. Specific Duties and Responsibilities
  1. Communicate with the Campus athletic coordinator on staff assignments concerning his/her sport.
  2. Design offense, defense and techniques to be used in that sport for Grades 7-12.
  3. Responsible and accountable for all UIL rules governing sport specific program.
  4. Responsible for all UIL matters as designated by Director of Athletics.
  5. Manage, inventory, and purchase all equipment concerning his/her sport through the Campus athletic coordinator.
  6. Each Head coach is responsible for the individual public relations of his/her sport through the Campus athletic coordinator.
  7. Secure game officials for all high school level games.
  8. Secure event supervisors for all high school level games as assigned by the CAC.
  9. Supply visiting team needs and take care of any other requirements for the orderly performance of contests.
  10. See to it that **EACH** participant has clearance through athletic trainer before participation in athletics, **INCLUDING** athletic period.
  11. Coordinate athletic period enrollment for incoming 9<sup>th</sup> graders with Middle School coaches.

12. Responsible for submitting to Athletic Office copies of any guidelines, procedure, and/or correspondence for his/her specific sport for approval by the Director of Athletics prior to distribution.
13. Abide by New Caney ISD policy of awarding letters, plaques, and certificates to athletes.
14. Maintaining a year-to-year Letterman's list.
15. Reporting any injury statement by an athlete to the Athletic Trainer.
16. Each Head coach is responsible for the dress, behavior and conduct of all his/her teams. If team rules, as set by the Head coach, are violated, the Head coach will deal with each situation.
17. Attend Middle School events, primarily as it pertains to your sport.
18. All guideline and procedural matters pertaining to your sport at each Middle School must be first routed to Middle School Athletic Coordinator.
19. Responsible for reporting scores to the Athletic Office the first working day following game. This includes levels 7-12.
20. Post-season equipment inventory will be turned in to Campus athletic coordinator.
21. Scheduling of Athletic Banquets will be processed through the Campus Athletic Office.
22. Responsible for New Caney ISD Athletic Code of Conduct.
23. Monitor Booster Club operation and secure athletic department approval for all Booster Club fundraisers.
24. Develop a professional development plan for specific sport.
25. Create a procedures plan for your specific event supervisor.
26. Responsible to submit cut lists to the **CAC** before releasing to parents/students.
27. Monitor eligibility of all student athletes on year-round basis.
28. File all sport specific District/UII reports.
29. Establish new student procedure for specific sport.
30. Organize program communication procedure.
31. Develop a vision and plan for sport specific program.
32. Create structured game day routine for staff and players.
33. Organize and/or oversee all sport specific home athletic events.
34. Responsible for character and direction of overall sport specific program.
35. Specify program objectives and how you will obtain them.
36. Head coaches should order awards at least one month ahead of date of actual event.
37. Athletic schedules are to be approved by the New Caney ISD Athletic department **PRIOR** to any release.
38. Attend all New Caney ISD Athletic department/campus Athletic department meetings.
39. Attend mandated campus head coaches' meetings as prescribed by CAC, as well as campus-based and New Caney ISD district-wide meetings.
40. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games.
41. Responsible for the daily maintenance and security of all facilities and equipment.
42. Communicate utilizing the prescribed chain of command.

43. Complete a comprehensive EOY review of all sports programs annually with recommendations to CAC.
44. Other duties as assigned by CAC.
45. Attend District Athletic Meetings (Pre-Season) as well as End of Season Meeting.
46. Issue detailed and comprehensive expectations to assistant coaches.
47. Initiate and track all PAPF's and waivers for sport program.
48. Follow New Caney ISD chain-of-command.
49. Perform all other duties assigned by the Director of Athletics.

### **ASSISTANT COACHES-HIGH SCHOOL**

- A. Reports to Head Coach, Campus Athletic Coordinator, Principal and Director of Athletics
- B. General
  1. To properly execute the philosophy, objectives and techniques of the sport he/she is coaching and provides quality assistance to the Head coach in teaching athletes.
- C. Specific Duties and Responsibilities
  1. Consult with Head coach on all matters relating to the operations, philosophy and objectives of specified sport.
  2. Carry out job assignments as issued by the Head coach.
  3. Make every effort to attend other sport contests at High School and Middle School.
  4. Coach in a positive manner and strive to bring out the best in each athlete
  5. Attend all mandated campus-based and New Caney ISD district-wide meetings.
  6. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games.
  7. Communicate utilizing the prescribed chain of command.
  8. Attend District Athletic Meetings (Pre-Season) as well as End of Season Meeting.
  9. Other duties as assigned by CAC.
  10. Follow New Caney ISD chain-of-command.
  11. Perform all other duties assigned by the Director of Athletics.

### **MIDDLE SCHOOL CAMPUS ATHLETIC COORDINATOR**

- A. Reports to the High School Coordinator, Principal and Director of Athletics
  
- B. General
  - 1. The Middle School Campus athletic coordinator is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Director of Athletics.
  
- C. Specific Duties and Responsibilities
  - 1. Organize and administer Middle School Athletic Program.
  - 2. Hire campus athletic personnel and make coaching assignments with approval of Director of Athletics.
  - 3. Assist in developing all Middle School athletic schedules, with approval of Director of Athletics. Maintain a complete and accurate Middle School athletic equipment inventory.
  - 4. Submit any and all necessary requests as per Director of Athletics.
  - 5. Responsible for maintaining records of all mandatory trainings for coaching staff.
  - 6. Implement philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Head coach.
  - 7. Responsible for game report forms/user fee deposits and campus budget.
  - 8. Ensure all injuries are reported to the Athletic Trainer. Communicate with Trainer regarding injuries.
  - 9. Coordinate and schedule all necessary event supervisors and game support staff for all campus-based athletic activities.
  - 10. Confirm game officials for all Middle School contests.
  - 11. Evaluate all campus staff.
  - 12. Complete all compliance documents at beginning and end of seasons with the assistance of the head coach of the sport.
  - 13. Responsible for having a thorough knowledge of all UIL rules and regulations.
  - 14. Send in all work requests for PE/Athletic field and areas.
  - 15. Make sure Rank One is maintained.
  - 16. Physicals/Consent to treat- organized and checks.
  - 17. Maintain eligibility reports.
  - 18. Follow New Caney ISD Chain of Command.
  - 19. Assist HS head coaches with gathering information about potential athletes as well as distribute information to those athletes from the HS coaches. (Fish Camps, Meet the Coaches, Skill Sessions, S & C Camps)
  - 20. Responsible for coordination/completion of concussion management protocol with high school trainer.
  - 21. Attend District Athletic Meetings (Pre-Season) as well as End of Season Meeting.
  - 22. Maintain/Schedule the campus athletic facilities through the Campus Office and the New Caney ISD Athletic Office.
  - 23. Perform all other duties assigned by the Director of Athletics.

## **HEAD COACHES- MIDDLE SCHOOL**

- A. Reports to Middle School Athletic Coordinator, Campus Principal and High School Head Coach
- B. General
  - 1. Middle School Head coaches are responsible for overseeing and managing all duties specific to this position in addition to duties by the Director of Athletics.
- C. Specific Duties and Responsibilities
  - 1. Organize and administer a program that is beneficial for the student-athlete and preparing them for high school. Implement philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Coaching staff.
  - 2. Conduct a parent meeting at the start of the season (Turn in parent sign-in sheet).
  - 3. Develop a parent packet to be distributed during the parent meeting. Include items such as: game schedules, practice schedules, expectations for athletes and parents, directions to games. Provide a copy to the Athletic Coordinator/Assistant Coordinator.
  - 4. Manage and maintain the athletic equipment for your sport. If you have anything you are no longer using, is broken, or old, please let the Athletic Coordinator or Assistant Coordinator know so it can be discarded. Please be prepared to provide specifics such as how many, exact items, etc.
  - 5. Submit all requisitions for equipment and supplies to the Athletic Coordinator/Assistant Coordinator.
  - 6. Support the feeder high school program and meet with the high school coaches as needed.
  - 7. Submit game scores to the appropriate district sport coordinator.
  - 8. Assign coaching positions within sport.
  - 9. Communicate expectations with coaches in a preseason meeting as well as written sport specific expectations. Provide the campus athletic coordinator with your sport specific expectations.
  - 10. Keep your Principal and administration notified of all-important events, activities and game results via the web, newsletter, emails, etc.
  - 11. Assign game workers if needed (gate, scorebook, scoreboard, event worker, etc.)
  - 12. Complete deposits (gate, t-shirt, etc.)
  - 13. Responsible for checking eligibility regarding grades
  - 14. Will maintain the Rank One Sports program by entering practice and game schedules, rosters, and results.
  - 15. Responsible for having a thorough knowledge of all UIL rules and regulations.
  - 16. Responsible for submitting game worker forms to the Athletic Department.
  - 17. Responsible for entering bus requests
  - 18. Conduct Emergency Drill with each team (or grade level) at the beginning of the season. Provide documentation to Athletic Coordinator (use attached worksheet).
  - 19. Attend District Athletic Meetings (Pre-Season) as well as End of Season Meeting.
  - 20. Complete the Athletic department End of Season Report.
  - 21. Set game day dress code
  - 22. Perform all other duties assigned by the Director of Athletics.

## **ASSISTANT COACHES-MIDDLE SCHOOLS**

- A. Reports to Middle School Athletic Coordinator, Campus Principal and High School Head Coach
- B. General
  - 1. Middle School Assistant Coaches are responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Director of Athletics.
- C. Specific Duties and Responsibilities
  - 1. Assistant coaches are responsible for organizing and administering the programs se by each Head coach of his/her sport.
  - 2. Managing and maintaining the athletic equipment for his/her sport. (Head coach of sport)
  - 3. Providing directions to game sites.
  - 4. Supporting the High School Coaching staff. MS football coaches will assist their feeder high school with Spring Training and/or freshman camps.
  - 5. Assistant Coaches will not dismiss a player from the program without first meeting with Athletic Coordinator.
  - 6. Coach will follow the school rules as set forth by the campus principal including, but not limited to dress code, duty schedules and in-services.
  - 7. Coach will be required to attend sport specific in-services and campus functions. (i.e.: annual bus in-service, annual bus physicals, CPR, AED, First Aid, District UIL meeting, student athletic physicals, etc.).
  - 8. Coach will return parent phone calls and emails within 24 hours.
  - 9. Coach will document as well as inform the Athletic Coordinator/Assistant Coordinator and Campus Principal in the event of an emergency or problem that may have occurred at an event or practice. (i.e.: injury, rule infraction, parent concern).
  - 10. Coach is responsible for the supervision and safety of all athletes during practices, games and parent pickup.
  - 11. Coach will maintain the highest level of professionalism while coaching and while on campus.
  - 12. All coaches that are not in season may be assigned to perform duties for sports that they are not assigned to. (i.e.: track meets, golf and/or tennis matches, and campus tournaments).
  - 13. Coach will dress professionally in all circumstances including, the classroom, on the practice court and during games. Classroom dress code will be set by the Principal.
  - 14. Responsible for having a thorough knowledge of all UIL rules and regulations.
  - 15. Attend District Athletic Meetings (Pre-Season) as well as End of Season Meeting.
  - 16. Coach will be on time for practices and game day responsibilities. If you are running late and/or caught in a school-based meeting, please contact another coach to supervise your team.
  - 17. Coach will be positive role model.
  - 18. Coach will speak positively about the student-athletes and staff in public and with other coaching professionals.
  - 19. Perform all other duties assigned by the Director of Athletics.

**CAMPUS HEAD ATHLETIC TRAINER**

- A. Reports to Campus Athletic Coordinator

B. General

1. The Head Athletic Trainer shall coordinate coverage, treatment, rehabilitation and physician referral for all athletic and designated UIL programs.

C. Specific Duties and Responsibilities

1. Plan & implement a comprehensive athletic injury and illness prevention program for student athletes.
2. Responsible for collecting CPR, AED and First Aid compliance cards and forward copies of all cards to the Athletic Office.
3. Detect and resolve environmental risks to athletes.
4. Educate student/athletes on health and safety issues.
5. Assist the CAC with all Staff Development pertaining to athlete safety in accordance w/State mandates and UIL Policies.
6. Follow all UIL/New Caney ISD sports medicine guidelines.
7. Establish and maintain effective communication with students, parents, medical personnel, coaches, and other staff.
8. Establish specific procedures to be carried out by a coach or student trainer in the event of a medical emergency.
9. Respond to emergencies and make quick, independent judgements about how to deal with injuries with athletes.
10. Care for all injuries that athletes sustain while participating in designated UIL athletic programs.
11. Manage athletic injuries by utilizing established standards of care.
12. Compile, maintain, and file all physical and computerized reports, records, and other documents.
13. Manage the school Athletic Insurance program at the campus and the feeder middle schools.
14. Provide appropriate support for injuries sustained to athletes at the feeder middle schools.
15. Distribute to athletes and coaches all necessary UIL medical paperwork.
16. Coordinate and manage athletic physical examinations on your campus.
17. Select, train, and supervise student trainer assistants.
18. Be available for all HOME events (freshman through Varsity) in case of emergency.
19. Will assure that a staff athletic trainer travels to out-of-town with varsity football.
20. Coordinate attendance of team doctor at varsity home football games.
21. Attend practice sessions and athletic contests as assigned by the Athletic Coordinator.
22. Order and inventory all medical supplies.
23. Provide visiting athletic teams with appropriate hospitality.
24. Follow New Caney ISD chain-of-command
25. Perform other duties assigned by the Director of Athletics

**CAMPUS ASSISTANT ATHLETIC TRAINER**



A. Reports to Campus Athletic Coordinator

B. General

1. The assistant athletic trainer shall assist the head athletic trainer in the coordination of coverage, treatment, rehabilitation and physician referral for all athletic and designated UIL programs.

C. Specific Duties and Responsibilities

1. Assist in the plan & implantation of a comprehensive athletic injury and illness prevention program for student athletes.
2. Detect and resolve environmental risks to athletes.
3. Educate student/athletes on health and safety issues.
4. Assist the head athletic trainer with all Staff Development pertaining to athlete safety in accordance w/State mandates and UIL Policies.
5. Follow all UIL/New Caney ISD sports medicine guidelines.
6. Establish and maintain effective communication with students, parents, medical personnel, coaches, and other staff.
7. Assist in establishing specific procedures to be carried out by a coach or student trainer in the event of a medical emergency.
8. Respond to emergencies and make quick, independent judgments about how to deal with injuries with athletes.
9. Care all injuries that athletes sustain while participating in designated UIL athletic programs.
10. Manage athletic injuries by utilizing established standards of care.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents.
12. Assist managing the school athletic insurance program at the campus and the feeder middle schools.
13. Provide appropriate support for injuries sustained to athletes at the feeder middle schools.
14. Distribute to athletes and coaches all necessary UIL medical paperwork.
15. Assist in the Coordination and management of athletic physical examinations on your campus.
16. Assist in the selection, training, and supervision student trainer assistants.
17. Be available for all HOME events (freshman through Varsity) in case of emergency.
18. Attend practice sessions and athletic contests as assigned by the head athletic trainer or athletic coordinator.
19. Perform all other duties assigned by the Director of Athletics.

**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

If 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 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 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 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.

## **PROFESSIONAL DEVELOPMENT**

### **A. MANDATORY TRAININGS**

**All coaches must complete all required trainings prior to the start of their season (football, volleyball, cross country, tennis) or by the first day of school.**

1. **CPR/AED/FA Certification**-All New Caney ISD Coaches must maintain a current Red Cross and/or American Heart certification in Adult CPR/AED/FA. Campus coordinators are responsible for verifying each coach has a current certification and updating information in Rank One.
2. **Concussion Education Program**-All coaches are required to do annual concussion training. New Caney ISD will only accept the NFHS Concussion in Sports training. Course information can be found at [www.nfhslearn.com](http://www.nfhslearn.com). Print certificate and turn in to your athletic coordinator. Athletic coordinators are responsible for updating the information in Rank One.
3. **UIL-Coaches Certification Program**-All New Caney ISD/UIL Coaches must complete this program annually. The program consolidates all UIL required trainings into one program. You can register and complete the program online at the UIL Portal link on the UIL Athletics webpage. Coordinators can view completion records of their coaches in the system, no certificates need to be printed.
4. **New Coaches Training**-All coaches new to New Caney ISD are required to attend New Coaches in-service; this includes current teachers who have not coached in the New Caney ISD previously. This training is for all new middle school coaches (head or assistant) and all new high school assistant coaches.
5. **New High School Head Coaches Training**-All coaches who are new **high** school head coaches in New Caney ISD must attend. This training is for high school coaches only.

6. **New Middle School Coordinator Training-** All new middle school coordinators are required to attend.
7. **All Football Coaches** must complete Atavus tackling training.
8. **All New Caney ISD coaches** must attend **NCISD/UII Meeting**.
9. **All New Caney ISD coaches** are expected to get bus driver certification. Coaches must attend annual training and have an annual physical examination to maintain their bus driver certification. For information about how to obtain bus certification, please call the transportation center that services your campus.

#### **B. PROFESSIONAL MEMBERSHIPS**

Coaches are encouraged to join professional associations and attend professional development. For information pertaining to memberships, registration, expenses, and obtaining staff development credit, refer to the Business and Accounting Guidelines in this handbook.

### **UIL/NEW CANEY ISD ATHLETIC PROGRAM COMPLIANCE**

#### **A. GENERAL COMPLIANCE EXPECTATIONS**

**Every coach** must read his/her specific UIL Sport Manual regarding his/her sport and follow all rules and rule changes. It is the responsibility of each coach to submit all UIL paperwork regarding his/her sport and to comply with all UIL and New Caney ISD guidelines as they pertain to the Business and Accounting Guidelines in the handbook.

Do not hesitate to contact the athletic director on questionable matters.

#### **B. SCHEDULING OF ATHLETIC CONTESTS**

**Strict adherence to UIL and New Caney ISD Board policy is prerequisite before any scheduling may take place.**

Each New Caney ISD head coach is responsible for his /her own non-district schedule. ALL 7-12 schedules must be approved through the department of athletes BEFORE being release. Any special scheduling must be approved by the Director of Athletics. Middle school scheduling will be the responsibility of the Director of Athletics along with middle school athletic coordinators.

#### **C. NON-SCHOOL EMPLOYMENT**

All coaches that engage in non-school employment are required by Board policy and New Caney ISD administrative regulation to submit the Non-School Employment form for approval by the campus principal.

\*\* The required form can be accessed on [Newcaneyisd.org](http://Newcaneyisd.org) under "online forms."

#### **D. PRESEASON MEETING AND REQUIREMENTS**

Every head coach is required to attend a preseason meeting with athletic administration prior to the first contest of their season. Coaches will be notified in advance regarding the date, time and location of the meeting and information will be sent containing preparation instructions and procedures. Emphasis of meeting will be on the UIL and New Caney ISD rules and guidelines compliance.

**E. END OF SEASON MEETING/REQUIREMENTS**

Head coaches are required to submit season summary information to the New Caney ISD athletic department upon completion of their season at a scheduled meeting. This report will cover all phases of the program from 9<sup>th</sup> thru varsity levels. Details outlining the information to be included in the summary will be provided to the head coach prior to the conclusion of their season.

**13-6A/8-5A /16-5A & 23-3A POLICIES**

NCHS:

District 13-6A---Volleyball, Football, Basketball, Cross Country, Team Tennis, Soccer, Golf, Track, Softball, Baseball, Swimming and Diving

PHS:

District 8-5A---Football

District 16-5A---Volleyball, Basketball, Cross Country, Team Tennis, Soccer, Golf, Track, Softball, Baseball, Swimming and Diving

IECHS:

District 23-3A---Infinity ECHS Cross Country

General and sport specific policies can be located on the New Caney ISD website under "Athletics." All coaches are expected to be familiar with these policies.

To access: Main Athletic Page  
DEC Athletics  
Passwords 85adec or 205adec

**COACHES CODE OF CONDUCT**

**A. ATHLETIC CODE FOR COACHES (UIL C & CR SECTION 1201 B)**

The C & CR can be accessed on the UIL website under athletics.

**B. COACHING EJECTIONS (UIL C & CR SECTION 1208 J)**

If a coach is ejected or suspended from a contest by an official, it is the coach's responsibility to notify the Director of Athletics as soon as possible per UIL rules. An ejection will result in a minimum assessment of a one-game suspension.

**C. PROFESSIONAL CONDUCT**

All New Caney ISD coaches are expected to maintain a high level of professionalism regarding conduct, demeanor, grooming and relationships between faculty, staff and students.

**D. RECRUITING (UIL C & CR SECTION 1203 C)**

The district executive committee shall investigate efforts on the part of any school official or local fan to recruit players. Recruiting is a violation and may subject the school at fault to disqualification. Disqualification may be made by the committee after the school has been

given an opportunity to be heard. A school in violation shall remain disqualified for the period specified.

**(UIL C & CR SECTION 5 CC)**

Recruit to encourage a student in any way to change schools for the purpose of participating in UIL activities at any grade level. It could include offering a student or the student's parent cash, waiver of tuition, board or lodging, transportation, promise of better conditions at the participant school or on its team, a job or other valuable consideration to induce the student to enroll in a participant school.

**STUDENT ATHLETE INFORMATION**

**ELIGIBILITY**

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

**A. GENERAL HIGH SCHOOL ELIGIBILITY REQUIREMENTS**

1. Have not graduated from high school,
2. Are full-time, day students in the school, and have been in regular attendance at the school since the 6<sup>th</sup> class day of the present school year, or have been in regular attendance for 15 or more calendar days before the contest or competition,
3. Are in compliance with state law and rules of the Commissioner of Education, (see TEA-UIL Side By Side),
4. Are enrolled in a four-year, normal program of high school courses, and initially enrolled in the 9<sup>th</sup> grade not more than 4 years ago nor in the 10<sup>th</sup> grade not more than 3 years ago,
5. Students was not recruited,
6. Are not in violation of the awards rule,
7. Meet the specific eligibility requirements for academic, music and/or competition,
8. Meet all the requirements above.
9. Are less than 19 years old on September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by a least one year,
10. Live with their parents inside the school district attendance zone their first year of attendance (see you school administrator for exceptions),
11. Have not violated the athletic amateur rule, and
12. Were eligible according to the fifteen-day rule and the residence rule prior to district certification.

**B. PROCEDURES FOR ENROLLING STUDENTS**

1. Coach of new school is to contact coach of former school when made aware by athlete or parent that there is intent to enroll.
2. Once enrolled, parent of new athlete completes page 1 and section 1, page 2 of the UIL Previous Athletic Participation Form (PAPF). The HS Coordinator and the head coach of each sport is responsible for initiating the electronic PAPF thru the UIL/RMA Portal.
3. The head coach is required to ensure that all signatures have been secured and will monitor the progress of the PAPF via the UIL Portal.

4. The head coach will be notified via UIL Portal once the PAPF process is complete.
5. Students may only play Sub-varsity until PAPF is fully processed.
6. An approved PAPF may not guarantee athletic eligibility.
7. New Caney ISD athletic department will notify campus if PAPF is not approved. Athlete may need to file additional paperwork, like a residency waiver.
8. PAPF is required at the time of enrollment even if player is not varsity-level

**C. NO PASS NO PLAY AND EXEMPT COURSES**

**It is essential that each head coach be responsible for the academic monitoring of his/her student-athletes.**

1. A student in grades 9-12 may participate in extracurricular activities on or off campus at the beginning of the school year on if:
  - A. Beginning the 9<sup>th</sup> grade-has been promoted from the 8<sup>th</sup> grade to the 9<sup>th</sup>.
  - B. Beginning the 10<sup>th</sup> grade-has earned 5 credits towards state graduation.
  - C. Beginning the 11<sup>th</sup> grade- has earned 10 credits towards state graduation **OR** has earned 5 credits towards state graduation in the last twelve months.
  - D. Beginning the 12<sup>th</sup> grade- has earned 15 credits towards state graduation **OR** has earned 5 credits towards state graduation in the last twelve months.  
(The above eligibility criteria apply only to the following sports: Football, Volleyball, Team Tennis, Golf, Swimming, and Cross Country.)
2. In order to be eligible to participate in an extracurricular activity for a nine-week period following the first six-week 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.
3. A student whose nine-week grade average, in any course, is lower than 70 at the end of any nine-week period shall be suspended from participation in any interscholastic activity during the succeeding three-week period. 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. Validation of the 3 weeks grade is made through the campus coordinator or campus principal.
4. Students may practice with their respective teams while they are on academic suspension.
5. Students may also participate in pre-season scrimmages while on academic suspension.
6. 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.
7. 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.
8. Students who also assist the coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
9. 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.
10. A student who fails a course becomes ineligible seven days after the last day of the nine weeks period. For a complete listing of all grace period dates, see the athletic website.
11. The New Caney ISD athletic department validates grades with a report card. An athlete **will not** submit his/her grades.

### **No Pass, No Play Exempt Courses**

Certain courses at the high school level only are identified as “exempt” from the No Pass, No Play law. If a student/athlete receives a failing or incomplete grade in an “exempt” course at the end of an evaluation period, the student/athlete’s academic eligibility will not be affected. A failing or incomplete grade in an “exempt” course has no impact on academic eligibility. All questions pertain to this and other No Pass, No Play issues should be directed to the New Caney ISD Athletic Department.

## **ATHLETIC CODE OF CONDUCT**

Athletics is not a requirement for graduation and participation is strictly voluntary. Athletics, as a discipline, stresses work ethic, team play, sportsmanship, integrity and sacrifice. Should the actions of an athlete fail to exhibit these same characteristics, the privilege of participating in athletics may be forfeited. All coaches must be willing to work, within the guidelines of the athletic department, to help any athlete should he/she lose direction. It is our intention to help our athletes stay on course and succeed. However, when an athlete purposely or continuously violates guidelines, then it is up to the head coach to address the situation.

### **A. ATHLETIC GUIDELINES AND CODE OF CONDUCT**

It is the desire of the administration and coaching staff of the New Caney ISD to communicate to its students that participation in athletics is a **PRIVILEGE, NOT A RIGHT**. Participation on athletic teams and in related activities, while being an honor, is an opportunity for young athletes to learn important lessons about the responsibilities that are assumed by individuals in leadership roles. Therefore, all athletes are expected to adhere to the following:

- Athletes will be tough competitors in the athletic arena, but outside the competitive arena they are always expected to conduct themselves as gentlemen and ladies, demonstrating respect for their administrators, teachers, and fellow students.
- Athletes are to display/model behaviors associated with positive leaders both in the school and in the community;
- Athletes are always to exhibit good citizenship;
- Athletes are to serve as positive representatives for their team, coaches, school, district, and community during competitions and interactions with rivals; and
- Athletes are expected to strive for academic excellence and to adhere to the board-approved *Discipline Management Plan and Student Code of Conduct* as well as Athletic Code of Conduct and Guidelines.
- The New Caney ISD Athletic Code of Conduct policies will be employed when there are violations involving the use of illegal drugs and alcohol.

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.

Code of the r to adhere to those rules may

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. and unexcused absences are
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).

It is the responsibility of each head coach to convey to his/her team the expectations and need for adherence to team and training rules. The Director of Athletics must be consulted when a violation of the New Caney ISD Athletic Code of Conduct occurs.

*The New Caney ISD Athletic Department expects every athletic program to conduct training of teams and individual athletes which are designed to provide an organized response to potentially volatile incidents (i.e. fighting, etc.). This response should include actions by athletes and coaches which diffuse the situation and restore order.*

**ISS Assignment**-An athlete is suspended from interscholastic activity while serving time in ISS until the assignment is completed. The suspension begins when the student begins his/her day(s) in ISS. The suspension is concluded the next day.

**Long Term/TLC Assignment**-An athlete that is sent to Long Term/TLC will be suspended 1 week from competition for every 15 days of assigned time upon return to school.

**Bullying/Hazing**-Any report or suspicion of bullying or hazing should be reported to the appropriate campus administrator immediately.

#### **B. ATHLETIC EJECTION FROM CONTEST**

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

- Ejected athlete's coach is required to provide in writing to the Director of Athletics a description of the incident and the preventive measures designed to avert future athlete ejections.
- A disciplinary panel will review the coach's plan for disciplinary action and will make a judgement on the consequences to be assessed.
- Players ejected from a game will be required to miss a minimum of his or her team's next game as well. In football, a player ejected will be required to miss a minimum of the following game's first half. This will not apply to ejections within the playing rules of the game, like targeting in football. This will not have any effect on soccer since the sport's card system already abide by the rules.
- The ejected student and/or the parent has the right to appeal the panel's decision to the New Caney ISD Director of Athletics.

#### **C. REMOVAL OR SUSPENSION OF ATHLETES**

The Athletic Council(Head Coach/HS Coordinator/Director of Athletics) have the right to remove, suspend, or correct an athlete whose conduct or actions are detrimental or distracting to the team and integrity of New Caney ISD Athletics or any other such violations of which the Head coach deems necessary to inform the Director of Athletics.

### **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.

## **TRANSPORTATION OF STUDENTS**

### **A. Procedures**

New Caney ISD school buses are to be used to transfer all athletic groups whenever possible. High school athletic trips are to be within a 100-mile radius of the school district except for playoff contests beyond this limit. It is the responsibility of each New Caney ISD Head coach to submit a transportation request at least three weeks prior to the trip. Transportation requests are submitted online through the Transportation Department. When a school bus is not practical because of distance and size of group, transportation may be in a contracted vehicle. The use of contracted vehicles must be approved by the Director of Athletics. **Students may not be transported in coaches’ personal vehicles at any time.**

Travel by New Caney ISD athletic teams or individual athletes **not directly related to UIL sanctioned activity** (i.e. ropes course or team retreat) must be recommended by the Campus athletic coordinator and must receive approval by the Director of Athletics.

To drive for the New Caney ISD, coaches must have a valid CDL passenger bus driving license and be approved by the New Caney ISD Transportation Department. New Caney ISD coaches will drive busses on athletic trips whenever possible.

During the school day no student/athlete is allowed to transport himself/herself to any off-campus practice facility unless, prior to the trip, a parent or guardian has completed a **New Caney ISD PERMISSION FOR STUDENT/PARENT-PROVIDED TRANSPORTATION** form.

An Early Release Form needs to be submitted for approval to the Campus Principal and CAC for any student trip which will cause athletes to miss academic classes.

All New Caney ISD athletes must travel with the team. All athletes must return with the team unless, prior to the trip, a parent or guardian has completed a **STUDENT TRAVEL RELEASE** form that entitles the student/athlete to be released to the custody of the parents at the completion of the activity or event. Coaches may have a sign out sheet if the Student Travel Release form is attached for parents to read prior to signing.

## **NON-SCHOOL SPORTS AND CAMP PARTICIPATION**

Student-athletes and coaches must be aware of UIL/New Caney ISD policies, guidelines and regulations in regard to non-school activities. Various UIL restrictions apply and can be accessed by the following link below.

<http://www.uiltexas.org/files/athletics/offseason-nonschool-participation.pdf>

## **ATHLETIC EQUIPMENT AND FACILITIES (HIGH SCHOOL AND JUNIOR HIGH)**

### **EQUIPMENT AND INVENTORY**

Each Head coach is responsible for purchasing, issuing and managing all equipment and supplies necessary to operate his/her specific sport. **Each head coach is also responsible for filing a yearly itemized inventory list that will be a part of the End of the Season meeting. A copy must also be on file with the campus athletic coordinator.**

**MAINTENANCE**

Each New Caney ISD head coach is responsible for the general care and maintenance of his/her facility. All work orders must be submitted by campus coordinators to the athletic department secretary.

**NEW CANEY ISD ATHLETICS HURRICANE PREPAREDNESS PLAN**

<b>NCISD Athletics Hurricane Preparedness Plan</b>			
<b>At 48 -72 hours before predicted landfall anywhere along the Texas Gulf Coast, the New Caney ISD Athletic Department shall prepare for tropical weather/hurricane as follows.</b>			
<b>Facility</b>	<b>Area of Concern</b>	<b>Preventative Measures</b>	<b>Persons Responsible</b>
High School	Competition Field/Track	Remove/Store: Hurdles, Standards, Pits, Yard Markers, Benches, Tables, Trash Cans etc. Press Box: Secure, protect or remove equipment. Concession Stand: Secure, protect or remove equipment	Ath Coordinator
High School	Baseball Field	Remove/Store: Misc. field equipment, trash cans, and non-secure signage. Press Box: Secure, protect or remove equipment. Concession Stand: Secure, protect or remove equipment.	Ath Coordinator
High School	Softball Field	Remove/Store: Misc. field equipment, trash cans, and non-secure signage. Press Box: Secure, protect or remove equipment. Concession Stand: Secure, protect or remove equipment.	Ath Coordinator
High School	Tennis Courts	Remove/Store: Benches, trash cans, and non-secure signage.	Ath Coordinator
High School	Practice Fields	Remove/Store/Secure: Miscellaneous practice equipment such as sleds, chutes, boards, and running ropes.	Ath Coordinator
High School	Field House/Offices/Gyms/Pool/Training Rooms	Unplug all equipment and computers. Move equipment from rooms with exterior windows.	Ath Coordinator
Middle School	Competition Field/Track	Remove/Store: Hurdles, Standards, Pits, Yard Markers, Benches, Tables, Trash Cans etc.	Ath Coordinator
Middle School	Tennis Courts	Remove/Store: Benches, trash cans, and non-secure signage.	Ath Coordinator

Middle School	Practice Fields	Remove/Store/Secure: Miscellaneous practice equipment such as sleds, chutes, boards, and running ropes.	Ath Coordinator
Middle School	Field House/Offices/Gyms	Unplug all equipment and computers. Move equipment from rooms with exterior windows.	Ath Coordinator
Randall Reed Stadium	Press Box/Field House	Remove/Store electrical equipment.	Ath Operations Coordinator
Randall Reed Stadium	Field	Remove/Store benches, tables, and non-secure signage.	Ath Operations Coordinator
HS/MS	Tennis Courts	Remove windscreens	Maintenance
<b>Athletic Department Recovery Plan</b>			
<p>Jim Holley is designated as the key personnel for the athletic department. Once campuses are cleared for possible safety issues. Campus Coordinators will be contacted to do damage assessment. Pictures will be taken of all damage prior to clean up and/or repair.</p> <p><b><u>Do not Discard or Trash anything without New Caney ISD Athletic Department Approval</u></b></p>			

## **BUILDING MODIFICATIONS**

A Building Modification form must be approved prior to any purchase or imitation of a facility modification/enhancement/addition. A complete summary of funding sources/plans and project description must be submitted with this request. **The must be approved by the athletic department BEFORE it is submitted to maintenance or any other department.**

## **ATHLETIC RESERVATIONS**

### **A. FACILITY RESERVATIONS**

The scheduling of district athletic facilities will be handled by the athletic coordinator and/or the assistant athletic coordinator with the approval of the director of athletics. Facility Reservation Forms must be submitted to secure the scheduling of an athletic facility.

- Facility reservations for New Caney ISD sponsored athletic activities must be submitted to the campus athletic secretary for processing, once approved by the CAC.
- Facility reservations for Non-New Caney ISD athletic activities must be submitted directly to the New Caney ISD Facilities Coordinator.

## **PUBLIC RELATIONS**

### **ATHLETIC BOOSTER CLUB**

Booster clubs can be extremely important when managed correctly. Athletic booster clubs are under the supervision of the campus athletic coordinator, campus principal and director of athletics. Booster clubs must operate within the guidelines and procedures as set for by New Caney ISD. Head coaches will be held responsible for UIL/New Caney ISD compliance.

- A. **UIL RULES AND REGULATIONS- UIL Website**
- B. **FUNDRAISING**

- Any type of fund-raising project must have prior approval by the Director of Athletics twenty-one (21) days prior to event.
- Fundraising projects are subject to state and federal law.
- Booster Clubs do *not* have the authority to commit or to represent in any way the New Caney ISD or any of its campus locations.
- For additional information, coaches will refer to New Caney ISD Board policies as well as UIL policies.

#### **MEDIA RELATIONS**

Media relations will be handled cordially and professionally. The Director of Athletics must approve any unusual media requests and/or interviews.

#### **ALUMNI RELATIONS**

Each head coach is responsible for promoting and fostering relationships with alumni.

#### **ATHLETIC PROGRAM PUBLIC RELATIONS**

Each head coach is responsible for promoting his/her program within the UIL/New Caney ISD policies.

#### **GENERAL GUIDELINES**

##### **SPORT PROGRAMS**

##### **A. PARTICIATION IN MUTIPLE SPORTS**

New Caney ISD Athletic department guidelines allows and encourages a student/athlete to compete in multiple sports if 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 in the sport for which he/she has quit, or unless the head coaches of both sports mutually agree to the student/athlete's participation. A student/athlete quitting a sport after the first contest will forfeit any award for that sport.

The New Caney ISD athletic department does not endorse player cuts but realizes that there are certain sports where cuts are necessary due to financial parameters or game management. Objective criteria for try-outs must be approved by the campus athletic coordinator. Cut lists must be reviewed by the campus athletic coordinator prior to their release.

##### **B. OUTSIDE PARTICIPATION**

A student can participate on a non-school team while participating on a school team of the same sport. However, missing a school event to participate in a non-school event will count as an unexcused absence.

**Club Sports – Make every effort to coexist without jeopardizing UIL/New Caney ISD guidelines regarding participation/recognition and coaching.**

##### **C. Participation Concepts**

7<sup>th</sup> grade thru Sub-Varsity: Everyone participates (if eligibility requirements are met and athletes are in good standing.) Varsity: Play to win the contest.

#### **D. Team Rules**

Team rules are to be established by each head coach and based on UIL/New Caney ISD policies and administrative guidelines and regulations. Team rules should be approved by the campus athletic coordinator.

#### **E. Athletic Award Guidelines**

Sub Varsity Certificate – Awarded to athletes who participate in a sport but do not letter  
Varsity Certificate – Awarded to an athlete who receives a letter after the first letter no matter what the sport. An athlete can receive numerous certificates depending on whether he/she letters. Certificates will be campus-based.

Letter Jacket – Letter jackets (no patches) will be paid for by the athletic department. A student/athlete quitting a sport after the first contest will forfeit any award for that sport.

#### **CRITERIA FOR LETTERING –**

**Refer to campus athletic department for letter jacket ordering procedure.**

Each head coach is responsible for establishing and adhering to the criteria by which an athlete may letter. As the demands and expectations of each sport are different, so will be the letter criteria. Basic considerations such as attendance, eligibility, sportsmanship, citizenship, training rules, participation and general attitude will be included in each coach's criteria. It is up to each head coach to inform his/her athletes of the New Caney ISD athletic award guideline criteria prior to the start of his/her specific season. Lettering criteria for each sport should also be submitted to the campus athletic coordinator and communicated to the parents of athletes via pre-season parent information meeting.

#### **General Requirements for Lettering**

1. Practice habits and attendance are criteria for lettering and are left up to the discretion of the individual head coach.
2. If an athlete fails a class that affects the season it could be considered grounds for not lettering based upon the judgement of the head coach.
3. If a player is injured in a sport, it is up to the head coach as to whether that athlete will letter.
4. Freshmen – Varsity awards can be awarded to a freshman that meets his/her sport criteria.
5. Managers/Trainers – Managers will receive appropriate awards based upon recommendation of head coach. Student Trainers will receive appropriate awards based upon recommendation of head athletic trainer.

#### **MIDDLE SCHOOL PROGRAM**

A participation certificate may be awarded to each athlete for every sport he/she participates. Criteria for these awards will be set by each campus coordinator.

## **PARENT COMMUNICATION**

### **A. GENERAL GUIDELINES**

Communication parents should expect from their child's coach:

1. Coach's philosophy
2. Expectations the coach has for student/athlete, as well as other players on the team.
3. Locations and times of practices and contests.
4. Team requirements, i.e., special equipment needed, school & team rules, off-season expectations.
5. Procedures that will be followed if your child becomes injured during participation.

Communication coaches expect from parents:

1. Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place.
2. Specific concerns in regard to the coach's philosophy and/or expectations.
3. Notification of any schedule conflicts well in advance

### **B. PARENT MEETING**

Every sport will conduct a pre-season parent meeting that will be coordinated with the campus athletic coordinators. A district-generated PowerPoint presentation focusing on UIL/NCISD rules and guidelines will be presented as one component of the meeting.

#### **New Caney ISD Athletic Department Guidelines for Conducting a Pre-Season Parent Meeting**

Every sport is required to conduct a pre-season parent meeting. This meeting will be held before the start of that respective sports first contest. The New Caney ISD athletic department and the campus athletic coordinators must be informed of the parent meeting and then the facility must be approved. Any deviation from this must have the approval of the director of athletics. The purpose of your parent meeting is to address some of the below listed issues.

- A. Utilizing a PowerPoint presentation provided by the New Caney ISD Athletic Department, pertinent information focused on summarizing UIL and New Caney ISD rules and guidelines will be displayed and reviewed.
- B. Provide the opportunity for the parents of your athletes to meet you and your staff in a social environment. This will allow the parent to see and talk with you away from the court or field.
- C. You will have the opportunity to meet the parents of your athlete.
- D. Allow you to present your program to the parents. Parents need to have a clear understanding of what your program consists of and what your expectations of their sons/daughters are.



- E. Allow parents to ask questions regarding organizational and administrative procedures and guidelines regarding your program or the entire athletic program.
- F. To use this meeting to dispense any program or athletic department information that needs to go out to the parents.

One or both parents of all your athletes should be present at the pre-season parent meeting. Provide sign-in sheets requesting: Name, Address, Phone Numbers, Athlete's Name. Also supply any PAF forms. Copy of Utility Bill, etc., which you might need and remind parents to complete any required online forms.

The staff members who should be in attendance are:

- 1. Athletic Trainer or Assistant Athletic Trainer
- 2. Campus Coordinator or Assistant Campus Coordinator
- 3. Inform your Campus Principal of your meeting
- 4. A Booster Club Representative – if applicable

#### **Agenda Items for Parent Meeting**

- 1. The head coach as well as the assistant coaches of that sport should attend and provide an agenda as well as the direct Athletic Department provided presentation for the meeting. The head coach must also provide a sign-in sheet for the parents, which must be kept on file along with the agenda.
- 2. Athletic trainer or the designee should present information on insurance, the campus treatment guideline, training room hours, and Dr. notes.
  - A. Introduce staff
  - B. Coaching philosophy / team's style of play / new rules of sports
  - C. Game schedules, Rank One, directions, game changes
  - D. Practice schedules and times, length of practices and games, criteria for being selected on squad
  - E. Coaches email addresses / conference periods / New Caney ISD athletic website
  - F. Any other important phone numbers
  - G. Communication procedures, i.e. chain of command when issue arises
  - H. Telecommunication devices in locker rooms
 

The New Caney ISD Discipline Management Plan states the following, "The use of telecommunication devices in locker rooms and restroom area at any time while at school or at a school-related or school-sponsored event is strictly prohibited."
  - I. Review and clarify privacy codes.
  - J. Review amateur athletic and awards rules/UII eligibility rules/ residency rules
  - K. Sportsmanship expectations for athletes and fans, UIL Parent Manual**
  - L. Explain athlete contest ejection reporting procedures and possible consequences.
  - M. Philosophy regarding multiple sport participation
  - N. Grade check procedures

### Out of district disclaimer for UIL and Extracurricular Activity Eligibility

ALL courses taken through an out-of-district course provider (correspondence, online, or virtual) which count towards high school graduation requirements, and not eligible for exemption as an advanced class, are subject to UIL No Pass-No Play rule.

## **SOCIAL MEDIA**

### **A. SPORTS YOU**

- It is strongly recommended that when communicating with student-athletes, coaches utilize Sports You or similar social media application. This program provides safe communication between coaches, student-athletes and parents

### **B. TEAM WEBSITES**

- Coaches should consistently monitor contents of team websites for inappropriate material such as photos, videos, music, etc.
- Non-school promotional material cannot be posted on team websites.

### **C. CAMPUS WEBSITES**

- Campus athletic coordinators are responsible for managing campus athletic websites on a regular basis. Access is given by Public Relations.
- Coaches need to be informed on privacy code restrictions regarding social media.

## **ATHLETIC BANQUETS**

All pre-season and/or post-season banquets will be coordinated by the campus athletic coordinator and the head coach of each sport. **Total funding for all athletic banquets will be the responsibility the specific sport and/or athletic booster clubs.**

It will be the responsibility of the head coach and campus athletic coordinator to ensure that the UIL awards rule is not violated. Gift cards, prizes or other items of valuable consideration are not allowed to be given to athletes.

## **OFF-SEASON PROGRAMS**

### **A. ATHLETIC PERIOD GUIDELINES**

Each New Caney ISD Head coach is responsible for the success of his/her program. One of the single most important aspects of success in an athletic program is having quality off-season

program. Each New Caney ISD head coach will operate a quality off-season program regarding his/her sport.

Students/athletes shall remain in the off-season program and attend the other sport after school unless both coaches agree otherwise. **Communication between the sending and receiving coach must take place before a student-athlete can change athletic periods.**

The off-season program at the junior high school will revolve around a solid strength and conditioning program designed to benefit the athletes participating in all sports.

#### **B. GRADING PROCEDURES**

Refer to your specific campus guidelines regarding assigning grades for athletic periods.

#### **C. SUMMER STRENGTH/CONDITIONING CAMPS**

Summer strength and conditioning camps must follow UIL / New Caney ISD guidelines. All camps must be approved by CAC and New Caney ISD athletic department.

## **SPORTS MEDICINE GUIDELINES (HIGH SCHOOL AND MIDDLE SCHOOL)**

### **PHYSICAL GUIDELINES**

**Each athlete must be cleared by the athletic trainer prior to participation at the high school/middle school level.**

- All **required participation forms** must be submitted before a student participates in **any** try-out, practice, athletic class, open gym, open weight room, athletic competition, or travels with an athletic team for any purpose.
- The student is required to use the Pre-participation – Physical Examination Form. **NO OTHER** Physical Examination Form can be accepted as per the UIL. **A new physical exam must be given prior to each school calendar year.**

The required forms are:

- Parent Authorization to Consent to Treatment of Student Athlete
- UIL Pre-Participation Physical Evaluation- Medical History and Physical Examination
- UIL Parent and Student Notification/Agreement Form- Illegal Steroid Use and Random Steroid Testing High School Only)
- UIL Concussion Acknowledgement Form
- UIL Acknowledgement of Rules
- Sudden Cardiac Death Awareness Form
- Football Helmet Information Sheet/Inspection Checklist (Football Only)

## TRAINING ROOM TREATMENT/EVALUATION GUIDELINES

No one, regardless of affiliation, is to be denied first aid.

1. Treatments are to be administered only to:

Student-athletes from a New Caney ISD High School or Junior High that are injured during certain school sponsored activities. These activities include:

Baseball	Student Trainers
Basketball	Student Managers
Cheerleading	Swimming & Diving
Cross Country	Softball
Football	Tennis
Golf	Track & Field
Drill Team	Volleyball
Middle School Athletics	

**All of the above must have a current physical on file in order to receive treatment.**

2. Only athletes who are involved in a UIL activity will be treated.
3. Any athlete who is under the care of a physician must provide written documentation of treatment protocol, restrictions, and/or release for return to play.
4. Athletes who are members of a school sponsored activity who are injured in non-UIL activities (i.e. club sports, open gyms, recreational, etc.) will only receive first aid care until they are evaluated by a physician. The physician must provide in writing a treatment protocol for the athletic trainer to follow.
5. The Sports Medicine Staff will not treat non-athletic injuries.

### NON-ATHLETIC INJURIES

Non-athletic injuries will be seen in the Athletic Training Room under the following guidelines:

1. Due to liability concerns, the student-athlete must first see a medical doctor prior to being treated by the Athletic Training Staff.
2. The student-athlete must provide a prescription for treatment/rehabilitation from the medical doctor. The information must be specific as to what type of rehabilitation is to be done.
3. No injuries that are the result of a motor vehicle accident will be seen.

### PROCEDURES FOR SENDING MS ATHLETES TO SEE THE ATHLETIC TRAINER

1. An injury report must be filed out by the middle school trainer prior to the athlete being seen by an athletic trainer.
2. The middle school trainer must contact the athletic trainer to make an appointment for the athlete.

3. When an athlete is sent to the high school for evaluation, the middle school trainer must accompany the athlete.

## **HEAT AND HYDRATION GUIDELINES**

Practice or competition in hot and humid environmental conditions poses special problems for student-athlete heat stress and resulting heat illness is a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems. The following practices should be observed.

### **General Considerations for Risk Reductions:**

1. Encourage proper education regarding heat illnesses (for athletes, coaches, parents, medical staff, etc.) Education about risk factors should focus on hydration needs; acclimatization, work/rest ratio, signs and symptoms of exertion related heat illnesses, treatment, dietary supplements, nutritional issues, and fitness status.
2. Assure that onsite medical staff has authority to alter work/rest ratios, practice schedules, amount of equipment, and withdrawal of individuals from participation based on environment and/or athlete's medical condition.

### **General Guidelines:**

1. An initial complete medical history and physical exam.
2. Gradual acclimatization of the athlete to hot/humid conditions is a must. We advise that student-athletes should gradually increase exposure to hot and/or humid environmental conditions over a period of seven to 10 days to achieve acclimatization.
3. Clothing and protective gear can increase heat stress. Dark colors absorb solar radiation, clothing and protective gear interfere with the evaporation of sweat and other avenues of heat loss. During acclimatization process, student athlete should practice in T-shirts, shorts, socks, and shoes.
4. To identify heat stress conditions, regular measurements of environmental conditions will be taken daily. New Caney ISD will use the Weather Sentry weather reporting station at the high school and middle school level

## **NEW CANEY ISD LIGHTNING GUIDELINES**

While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed. Prevention and education are the keys to lightning safety. The athletic trainer, head coach and/or administrator using one of three following methods will monitor conditions.

- **Weather Sentry** – This is an internet-based weather reporting system that utilizes GPS to record active lightning strikes.
  1. When a suspicious cloud/storm approaches, the athletic trainer/head coach, assistant coach or administrator will monitor Weather Sentry.
  2. Once lightning is detected within the 8-mile range, the field should be evacuated.

- **“Flash to Bang” method-** This method estimates the distance of lightning. Upon seeing the flash of lightning, start counting the seconds until thunder is heard. Divide the time in seconds by five to measure distance.
  1. When a suspicious cloud/storm approaches, the athletic trainer/head coach, assistant coach or administrator shall monitor the approaching storm using the flash bang method.
  2. Once the flash bang count reaches 30 seconds or less, the field should be evacuated.

**Evacuation Procedures**

The students should be evacuated to a safe shelter, Staying away from tall or individual trees, lone objects (light or flag poles), metal objects, and open fields. Examples of safe shelter are a bus, dressing room, or other building. A dug out or awning are not considered safe shelter. Administrators should evacuate spectators from the situation.

**Resume Practice and Competition**

Once a game or practice has been suspended the storm should continue to be monitored. No contest or practice should be resumed until

1. The lightning has moved out of the ten-mile radius on the Weather Sentry system.
2. No Lightning strike has been detected within 6 miles for 30 consecutive minutes using the Flash Bang method.

Although the home team is responsible for each game or match, it should be noted that the athletic trainer, head coach, and/or administrator is wholly responsible for the safety and well-being of adults and students in his/her charge. If no policy is in effect at the out of town site, it is recommended that the New Caney ISD guidelines be followed

**UIL ~ PRE-SEASON REGULATIONS ~ General Eligibility Rules~**

**Practice Regulations Outside of the School Year**

Any UIL practice conducted by a school outside the school year must be in accordance with the following regulations:

1. Student athletes shall not engage in more than three hours of practice activities on those days during which one practice is conducted.
2. Student athletes shall not engage in more than five hours of practice activities on those days during which more than one practice is conducted.
3. The maximum length of any single practice session is three hours.
4. On days when more than one practice is conducted, there shall be, at minimum, two hours of rest/recovery times between the end of one practice and the beginning of the next practice

When determining how to count times spent as “practice activities” please consult the following chart:

What Counts	What Doesn't Count
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Actual on field/court practice	Meetings
Sport Specific Skill Instruction	Weight Training*
Mandatory Conditioning	Film Study
Water Breaks	Injury Treatment
Rest Breaks	Voluntary Conditioning*

\*Does not count towards practice time but **cannot** be during the rest and recovery time.

In reference to the minimum two-hour rest/recovery time between the end of one practice and beginning of the next practice (on days when more than one practice is scheduled), there can be no practice activities at all during this time. This time is exclusively for students to rest/recover for the following practice session, whether that session is an actual on field/court practice or a mandatory weight or conditioning period.

## NEW CANEY ISD INFECTION CONTROL GUIDELINES

### **Distribution of Preventive Information on Staphylococcal Infections:**

Communicate with parents and student athletes the preventative measures regarding staph.

### **Cleaning Schedule:**

End of each class period – training room treatment tables (after each student if body fluids are left on the surface or open wounds are treated.)

Daily – Whirlpool tubs

Weekly – Padding on Weight Room equipment

4 x annually – Emptied lockers for custodial cleaning

### **Laundering of Uniforms and Towels (Practice and Game)**

General population of non-infected athletes: Towels, uniforms; and any other washable items are to be washed in hot water with ordinary laundry detergent and dried on the hottest possible setting of the clothes dryer.

Athletes with diagnosed or suspected wound infection: Solid items are to be sent home for laundering. Items not sent home must be laundered separate from the items of non-infected athletes.

### **Training of Student Trainers**

Minimum of 2 days training to include:

Certification in Adult CPR/Standard First Aid/AED Training

Blood borne Pathogens

Orientation to facilities, equipment, guidelines and procedures

Documentation of completed training should be signed by the student and person conducting the training and maintained on file by the trainer until superseded.

### **Disposal of Soiled Bandages and Sharps**

Sharps containers can be ordered through District approved vendors.

Disposal of sharps containers can be done on campus by using the following methods:

Tape the sharps container closed when full, place it inside a box and tape it securely before disposing it in the trash; or full containers can be taped closed and taken to a physician's office that has agreed to accept the filled containers. All waste receptacles in the training room area are to be doubled bagged for the safe and proper disposal of contaminated bandages and first aid supplies. Red biohazard bags are not required and are not to be used.

### **Student Allergies**

Visible signs are to be posted in the treatment area instructing student athletes to communicate any allergies they must medicines or treatment products used in the Training Room. Student Trainers and Trainers are to always ask the student athlete about possible allergies prior to beginning any treatment process involving the application or administration of a medicinal or non-medicinal product.

## **NEW CANEY ISD CONCUSSION GUIDELINES**

### **Introduction**

Concussion received by participants in sports activities are an ongoing concern at all levels. Recent interest and research in this area has prompted reevaluations of treatment and management recommendations from the high school to the professional level.

Numerous state agencies throughout the U.S. responsible for developing guidelines addressing the management of concussion in high school student-athletes have developed or revised their guidelines for concussion management. The present document will update the UIL requirements for concussion management in student athletes participating in activities under the jurisdiction of the UIL and will also provide information on compliance with Chapter 38. Sub Chapter D of the Texas Education Code (TEC).

### **Definition of Concussion**

There are numerous definitions of concussion available in medical literature as well as in the previously noted "guidelines" developed by the various state organizations. The feature universally expressed across definitions is that concussion 1) is the result of a physical, traumatic force to the head and 2) that force is enough to produce altered brain function which may last for a variable duration of time. For the purpose of this program the definition presented in Chapter 38, Sub Chapter D of the Texas Education Code is considered appropriate:

"Concussion" means a complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may:



- A. Include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns; and
- B. Involve loss of consciousness

**Concussion Oversight Team (COT):**

According to TEC Section 38.153

The governing body of each school district and open-enrollment charter school with students enrolled who participate in an interscholastic athletic activity shall appoint or approve a concussion oversight team.

**The New Caney ISD Concussion Oversight Team**

A Medical Doctor from the Memorial Hermann Team

A LAT from each high school campus

**Responsible Individuals:**

At every activity under the jurisdiction of the UIL in which the activity involved carries a potential risk for concussion in the participants, there should be a designated individual who is responsible for identifying student-athlete with symptoms of concussion injuries. That individual should be a physician or an advanced practice nurse, athletic trainer, neuropsychologist, or physician assistant, as defined in TEC section 38.151, with appropriate training in the recognition and management of concussion in athletes. If such an individual is not available, a supervising adult approved by the school district with appropriate training in the recognition of the signs and symptoms of a concussion in athletes could serve in that capacity. When a licensed athletic trainer is available such an individual would be the appropriate designated person to assume this role. The individual responsible for determining the presence of the symptoms of a concussion is also responsible for creating the appropriate documentation related to the injury event.

**Manifestation/Symptoms**

Concussion can produce a wide variety of symptoms that should be familiar to those having responsibility for the well-being of student-athletes engaged in competitive sports in Texas. Symptoms reported by athletes may include headache; nausea; balance problems or dizziness; double or fuzzy vision; sensitivity to light or noise; feeling sluggish; feeling foggy or groggy; concentration or memory problems; confusion. Signs observed by parents, friends, teachers or coaches may include: appears dazed or stunned; is confused about what to do; forgets plays; is unsure of the game, score, or the opponent; moves clumsily; answers questions slowly; loses consciousness; shows behavior or personality changes; can't recall events prior to hit; can't recall events after hit. Any one or group of symptoms may appear immediately and be temporary, or delayed and long lasting. The appearance of any one of these symptoms should alert the responsible personnel to the possibility of concussion.

**Response to Suspected Concussion**

According to TEC section 38.156, a student shall be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition:

1. A coach;
2. A physician;
3. A licensed health care professional; or
4. The student's parent or guardian or another person with legal authority to make medical decisions for the student.

If a student-athlete demonstrates signs or symptoms consistent with concussion, follow the "Heads Up" 4-Step Action Plan:

- The student-athlete shall be immediately removed from game/practice as noted above.
- Have the student-athlete evaluated by an appropriate health care professional as soon as practicable
- Inform the student-athletes parent or guardian about the possible concussion and give them information on concussion.
- If it is determined that a concussion has occurred, the student-athlete shall not be allowed to return to participation that day regardless of how quickly the signs or symptoms of the concussion resolve and shall be kept from activity until a physician indicates they are symptom free and gives clearance to return to activity as described below. A coach of an interscholastic athletics team may not authorize a student's return to play.

### **Return to Activity/Play Following Concussion**

According to TEC section 38.157:

'A student removed from an interscholastic athletics practice or competition under TEC Section 38. 156 (suspected of having a concussion) may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- A. The student has been evaluated; using established medical protocols based on peer reviewed scientific evidence, by treating physician chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- B. The student has successfully completed each requirement of the return-to-play protocol established under TEC Section 38.153 necessary for the student to return to play;
- C. The treating physician has provided a written statement indicating that, in the physician's professional judgement, it is safe for the student to return to play; and
- D. The student and the student's parent or guardian or another person with legal authority to make medical decisions for the student.
  - A. Have acknowledged that the student has completed the requirements pf the return-to-play protocol necessary for the student to return to play;
  - B. Have provided the treating physician's written statement under Subdivision
  - C. (3) To the person responsible for compliance with the return-to-play protocol under Subsection

- (c) and the person who has supervisory responsibilities under
- D. Subsection (c); and
- E. Have signed a consent form indicating that the person signing:
  - (i) Has been informed concerning and consents to the student participating in returning to play in accordance with the return-to-play protocol;
  - (ii) Understands the risks associated with the student 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 (Pub. L. No. 104-191), of the treating physician's written statement under Subdivision (3) and, if any, the return-to-play recommendations of the treating physician; and
  - (iv) Understands the immunity provisions under TEC Section 38.159. The UIL will provide standardized forms for the 'Return to Play' procedure.

According to the UIL Concussion Management Protocol, following clearance and compliance with the above information, supervised progression of activities should be initiated utilizing the now standardized protocol:

- Student-athlete shall be symptom free for 24 hours prior to initiating the return to play progression.
- Progress continues at 24-hour intervals if student-athlete is symptom free at each level.
- If the student-athlete experiences any post-concussion symptoms during the return to activity progression, activity is discontinued, and the student-athlete must be re-evaluated by a licensed health care professional.

**Phase 1:**

No exertion to physical activity until 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.

**Phase 2:**

Step 1. When the athlete completes Phase 1, begin light aerobic exercise – 5 -10 minutes on an exercise bike, or light jog; no weightlifting, resistance training, or any other exercise.

Step 2. Moderate aerobic exercise- 15 – 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.

Step 3. Non-contact training drills in full uniform. May begin weightlifting, resistance training, and other exercises.

Step 4. Full contact practice or training.

Step 5. Full game play.

**Subsequent Concussion**

Any subsequent concussion requires further medical evaluation, which may include a physical examination prior to return to participation. Written clearance from a physician is required as outlined in TEC Section 38.157 before any participation in UIL practices, games or matches.

### **Potential Need for School/Academic Adjustments & Modification Following Concussion**

#### **(Return to Learn)**

It may be necessary for individuals with concussion to have both cognitive and physical rest in order to achieve maximum recovery in shortest period. In addition to the physical management noted above, it is recommended that the following be considered:

- Notify school nurse and all classroom teachers regarding the student athlete's condition
- Advise teachers of post-concussion symptoms
- Student **may** need (only until asymptomatic) special accommodations regarding academic requirements (such as limited computer work, reading activities, testing, assistance to class, etc.) until concussion symptoms resolve
- Student may only be able to attend school for half days or may need daily rest periods until symptoms subside. In special circumstances the student may require homebound status for a brief period.

#### **Addendum:**

When evaluating an individual who has sustained concussion, always keep in mind that you are evaluating three separate domains of brain function: Physical/Motor, Cognitive, and Behavioral/Emotional. These represent functions of widely different anatomical regions in the brain (although there are cross over/dual function in some areas).

Evaluation should focus on each domain separately; never assume that if one domain is symptom free the others will also be without symptoms. Separate evaluation protocols/instruments are employed to assess each domain. Documentation of the method of assessment is always helpful to have for subsequent examiners.

### **EVALUATION DOMAINS**

#### **Physical/Motor Cognitive Behavior/Emotional**

Dazed/stunned Amnesia Irritable  
Balance difficulties Confused/Disoriented Emotionally  
Unstable/Explosive  
Weakness Slowed Verbal Responses Depressed  
Excessive Fatigue Forgets Easily Sleep disturbances  
Slowed Reactions Difficulty Concentrating Anxious  
Lack of facial expressions Short Attention Span Lack of Interest

References:

National Federation of State High School Associations, Suggested Guidelines for the Management of Concussion in Sports; January 2011

### **HELMET FITTING/MAINTENANCE/CONCUSSION PREVENTION**

1. Football coaches are trained on helmet fitting annually.
2. During the helmet fitting process, each athlete shall be educated on proper fit and maintenance of a helmet.
3. Athletes shall be taught proper techniques for blocking and tackling.
4. Information about proper helmet fit and maintenance shall be posted in all football locker rooms.
5. Coaches will inspect and document each athlete's helmet weekly utilizing the Football Helmet Inspection Checklist.
6. Neck strengthening programs shall be implemented in all football programs.

## **NEW CANEY ISD EMERGENCY ACTION PLAN FOR ATHLETICS**

### **Introduction**

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant of emergency and/or life-threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities workers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency to be managed appropriately.

### **Components of the Emergency Plan**

These are the basic components of every emergency action plan for athletics:

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of Licensed Athletic Trainers, Student Trainers, Coaches, and Administrators
5. Venue Directions

### **Emergency Plan Personnel**

With athletic practice and competition, the first responder to an emergency is typically a member of the athletic staff, most commonly a coach or athletic trainer. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. Certification in cardiopulmonary resuscitation (CPR), athletic safety, prevention of disease transmission, and emergency plan review is required annually for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of several healthcare providers including physicians, emergency medical technicians, certified athletic trainers; student athletic trainers; coaches; parents; and, possibly, other athletes and bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head coach or the head athletic trainer. There are four basic roles within the emergency team. The first and most important role is establishing safety of the scene and immediate care of athlete. Acute care in an emergency should be provided by the most qualified individual on the scene. In instances that an athletic trainer is available, this role will be assumed by the athletic trainer. The second role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event. The third role, equipment retrieval may be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed. Student athletic trainers, coaches, and athletes are good choices for this role. The fourth role of the emergency team is that of directing EMS to the scene. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, administrator, athlete, or coach may be appropriate for this role.

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

### **Emergency Communication**

Communication is key to quick emergency response. Athletic trainers and emergency medical personnel must work together to provide the best emergency response capability and should have contact information such as telephone tree established as a part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation

is not available on site during a particular sporting event, then direct communication with the emergency medical system at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. The most common method of communication is a public telephone. However, a cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

### **Emergency Equipment**

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel should be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers. Creating an equipment inspection logbook for continued inspection is strongly recommended.

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

### **Medical Emergency Transportation**

Emphasis should be placed at having an ambulance on site at high risk sporting events. If an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue. If an ambulance is not present at an event, entrance to the facility should be clearly marked and accessible. In the event of an emergency, the 911 system will still be utilized for activating emergency transport.

In the medical emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Any emergency situations where there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a “load and go” situation and emphasis placed on rapid evaluation, treatment and transportation.

### **Non-Medical Emergencies**

For the following non-medical emergencies: fire, bomb threats, severe weather and violent or criminal behavior, refer to the school district’s emergency action plan.

### **Safety Drill**

All New Caney ISD sports teams are required to do an annual safety drill. This drill shall be completed at the beginning of the year and/or the first competition. The drill will include all components of the emergency action plan and/or team and be documented by the head coach.

### **Conclusion**

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel. Through development and implementation of the emergency plan, the New Caney ISD helps ensure that the athlete will have the best care provided when an emergency does arise.

++EAP which is to be posted at all facilities.

### **High School Emergency Action Plan**

#### **Non-Urgent**

1. Contact Athletic Trainer or School Nurse
2. Contact Parent

#### **Urgent**

Call 911

1. Send appropriate personnel to meet and direct EMS personnel into the building from the parking lot.
2. Provide necessary information to EMS personnel
3. Provide appropriate emergency care until the arrival of EMS personnel
4. Contact parent
5. Contact Athletic Trainer/CAC/Principal
6. Contact Athletic Director/New Caney ISD Police

#### **LOCATION OF AED**

1. Closest AED
2. 2<sup>nd</sup> Closest AED