

**FORNEY ISD  
DEPARTMENT OF ATHLETICS**

**HANDBOOK FOR COACHES**

**with**

**Applications for Parents and Students**

**2018-2019**

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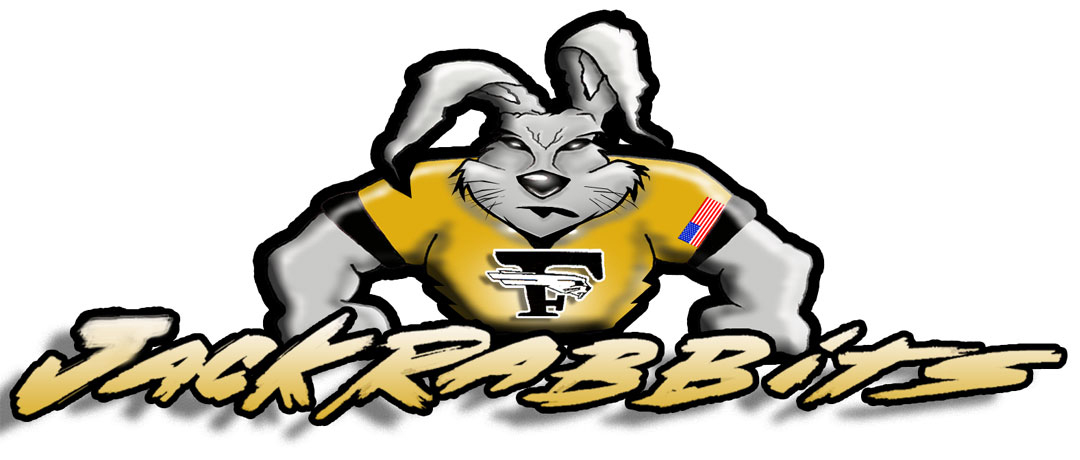
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# PART I: Introductory Information

### Introduction to the FISD Athletic Handbook

The Forney ISD Athletic Handbook is a guide for coaches with applicable sections for student-athletes and parents. Its contents provide the basic structure for the athletic programs in Forney ISD.

Situations outside these regulations should be handled with sound reasoning, good judgment, and adherence to the values of honesty and integrity.

The athletic program at Forney ISD is voluntary. Students are not obligated to participate, and athletics is not required for graduation. Thus, participation is a privilege and not a right.

Athletes are expected to conform to high standards of conduct. The privilege of athletic participation may be revoked if the athlete fails to comply with these standards.

Likewise, Forney ISD requests and expects certain standards of sportsmanship and behavior from the parents and fans supporting our programs. These will be communicated by our school district’s coaches and enforced at all school events.

Finally, our coaches are the flag-bearers of our athletic programs. The highest standards of conduct and expectations for professionalism, compassion, honesty, and integrity are held for the coaching staff.

**Mission Statement:**

**FISD Athletics will produce a holistic program committed to the physical, mental, and emotional development of student-athletes.  Our defining goal will be to guide learners to reach their full potential, producing success through junior high, high school, and life beyond.**



### FORNEY ISD PHILOSOPHY OF ATHLETICS



A comprehensive and balanced program of activities is an essential complement to the basic program of instruction. Extra-curricular activities provide opportunities for youth to develop interests and talents in sports and to learn lessons and develop sets of skills that will benefit them for a lifetime.

Athletics in Forney ISD are consistent with the general objectives of the school. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are integral parts of the athletic program.

Coaching leadership should be of the highest quality and should provide athletes with examples of exemplary behavior. Leadership success should not be solely measured by tangible evidence of victory or defeat. Equal measure of leadership should be observed through the objectives of character, courage, and integrity.

Athletics should serve as a functioning part of the school system. It should offer opportunities to represent the institution, to assist in developing positive relationships, to promote academic success, and to build good citizenship qualities.

Our Priorities:

**FAITH, FAMILY, FORNEY**



### Forney ISD Athletic Program Goals

* Involve as many students as possible in a positive, athletic environment.
* Instill in all students an exemplary work ethic and qualities of accountability, citizenship, and a high degree of sportsmanship.
* Play everyone on sub-varsity levels.
* Develop and maintain a complete and comprehensive off-season program.
* Represent all programs with class, character, and dignity.
* Establish successful programs so that all participants enjoy a positive learning experience.
* Demonstrate that each of our athletic teams is well-coached, highly disciplined, and very well organized.
* Establish a district-wide bond of loyalty and pride that reflects the principles and attitude of the Forney ISD.
* Ensure that the Forney ISD Athletic Department objectives support the total mission of the Forney ISD.

**Forney ISD Athletics**

### Professional Chain of Command

FISD Director of Athletics

**NEAL WEAVER**

High School Campus Athletic Coordinators

**KEVIN RUSH, RANDY JACKSON**

Middle School Coordinators

High School Head Coaches

High School Assistant Coaches

Middle School Coaches

### Student and Parent Communication Process

Parent to AD

Parent and Student to AC

Parent and Student to Coach

Student to Coach

*Parents should follow this communication process with any question or concern relating to their child’s athletic experience.*

*Coaches and*

*This document should be provided and explained at seasonal parent meetings.*

### Middle School Athletic Programs – DEFINED



The Middle School Athletic Program is unique. Middle School coaches are charged with preparing young athletes at the fundamental level for progression through the high school athletic program and training them in skills and knowledge that will afford success as they advance in their sports of choice.

They must also teach safety and proper training techniques, groom athletes in personal discipline and accountability, and address the physical, social, and emotional needs of early adolescence.

The approach to athletics is competitive but opportunities to participate are expanded in recognition of the changes experienced by middle school age students. Middle school athletics should be viewed as a training ground for a large number of aspiring student-athletes.



Middle school coaches should prioritize highly organized practice time teaching sports at the fundamental level. Coaches should field as many teams as possible and should value playing all team members in each contest.

Though league standings are maintained, no team championships or individual scholastic honors are awarded at the middle school level. Middle school athletic programs are not evaluated on wins and losses, but rather participation and skill development.

Coaches should strive to ensure that all athletes are valued, properly trained, and that every athlete has been provided an opportunity to develop his or her skills and abilities throughout the athletic year.

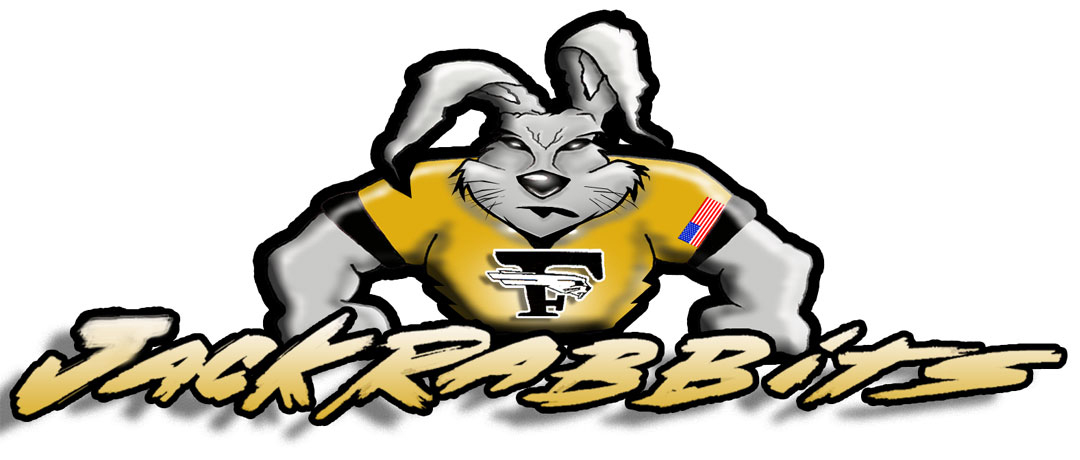
**General Middle School Information:**

* Middle School League will be arranged and schedules set by the FISD Department of Athletics. No games should be scheduled without the approval of the high school head coach and Athletic Director.
* No contests shall be scheduled with non-UIL schools.
* Limitation of Awards – A member school may not give and a student may not accept awards for participation in interschool competition except for a certificate of appreciation. No district championship trophy shall be given or accepted and no post-season playoff system is allowed in middle school.
* Season limits, practices, and game limits are listed in the Constitution and Contest Rules.
* Participation on a non-school team during the school season is permitted but should not interfere with school practices or games.
* Middle School Officials will be assigned by the Athletic Director.
* Game uniforms will be purchased by the Athletic Department.
* Work orders should be submitted by the corresponding school athletic secretary.
* Fund Raisers – One fund raiser per middle school athletic department is allowed and will be approved and scheduled through the high school athletic coordinator and Director of Athletics.
* Booster Clubs – Booster clubs are a function of the high school programs only.
* Off-Season – discretion of the high school campus athletic coordinator.
* Workout Times – will be reasonable in length, typically ending by 5:30 pm each day. Saturday practices are allowed prior to the third week of the seasons, but should be approved and coordinated through the high school head coach. Holiday practices should not take place without approval from the Department of Athletics.
* Practice schedules should be approved by head coach and High School Coordinator.
* Coaches Organizations – All middle school coaches should become members of THSCA or TGCA. FISD Athletics will play for membership.
* Scouting – Middle School coaches are expected to scout a reasonable number of contests for high school programs as a part of coaching duties.
* Teams – Football, basketball, and volleyball will have A, B, and C teams.
* Where no opposing C team is available to play on game night, an intramural contest will be held prior to the B level game. Regular game protocols will be used but time may be shortened and a running clock may be utilized.
* Developmental programs – may be arranged to include or extend beyond C level with the approval of the Director of Athletics.
* Offense and Defense in all sports will be based on the system of the high school that children will attend, coordinated by its head coach.
* Volleyball – all teams should carry a minimum of ten players.
* Basketball – A team should carry ten to twelve players. B team should carry a minimum of twelve players. C team should carry a minimum of fifteen players.
* Cutting – Great care should be taken when cutting players, and high school coaches should participate in tryout processes where possible. Young athletes of 12 and 13 years of age vary greatly in terms of physical maturity.
* Tennis – all tennis practices and competitions should be scheduled with consultation from high school tennis coach and approval of the Director of Athletics.
* Cross Country – The cross country schedule will be set by the Director of Athletics.
* Track and Field – All meets will be scheduled by the Director of Athletics. The season shall consist of a practice meet, three or four regular meets, and a District meet.



### Varsity Athletic Programs - DEFINED

Athletic participation at the varsity level is highly competitive. 9th and junior varsity levels serve as transitions between the participatory structure at middle school and the varsity environment.



Varsity competition is based in large part on ability, and varsity participation requires a significant commitment of time as well as adherence to more stringent rules and athletic expectations. For example, high school practices are often scheduled during early and late hours, on Saturdays, and during vacation periods.

Players, parents, and coaches should be aware of these concepts as children progress through the FISD athletic system. Extreme care should be taken when students are asked to skip levels such as freshman participation on varsity.

# PART II: Description of Faculty Positions Related to Athletics

### *CAMPUS PRINCIPAL*

Reports to the Superintendent.

Though not an athletic administrator, the Campus Principal is the chief administrative official at each campus and has the overall responsibility for all programs at her/his campus. The principal, campus athletic coordinator, and athletic director will work together to supervise the athletic program at each campus.

## CENTRAL ADMINISTRATION

### *DIRECTOR OF ATHLETICS*

Reports to the Assistant Superintendent for Operations.

1. General

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

1. Specific Duties and Responsibilities
   1. Supervise the athletic program of all FISD campuses.
   2. Prepare and maintain a Handbook for Coaches.
   3. Recommend for employment prospective staff members, including head coaches for each sport that meet the high quality standards that the Forney Independent School District expects in the classroom and on the field.
   4. Oversee all interscholastic contests and UIL rule applications.
   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. Oversee administration of required trainings for athletic staff.
   8. Evaluate designated staff within the FISD.
   9. Manage compliance with UIL District assignments.
   10. Handle all UIL concerns within the athletic department.
   11. Develop and maintain the master Athletic Department Operations calendar.
   12. Oversees all athletic gate procedures and receipts.
   13. Maintain the Athletic Chain of Communication.

### *ATHLETIC DEPARTMENT ADMINSTRATIVE ASSISTANT*

Reports to the Director of Athletics.

* 1. General

The Athletic Department Administrative Assistant is responsible for overseeing and

Managing all duties specific to the position in addition to duties assigned by the Director of Athletics.

B. Specific Duties and Responsibilities

* + 1. Answers phones and greets visitors.
    2. Opens and distributes mail.
    3. Orders supplies for Athletic Director’s office.
    4. Composes letters/memos and types all other department correspondence as needed.
    5. Maintains/updates Athletic Coaches’ Contact list.
    6. Submits print requests as needed.
    7. Processes all Financial Reports for designated sports.

C. Administrative Responsibilities

* 1. Maintains current and accurate financial records for the office of the Director of Athletics.
  2. Processes purchase requisitions for approval and correct coding.
  3. Processes all submitted check requests for approval.
  4. Processes travel reimbursements for Athletic Director.
  5. Ensures prompt payment of all invoices through the Business Office by obtaining approval of the Director of Athletics.
  6. Organizes, maintains, and reconciles Athletic Department Budget records.
  7. Maintains current athletic information on file.
  8. Maintains and updates all information throughout the school year for the FISD Athletic Handbook.
  9. Makes arrangements for meetings as requested (locations, technology, and catering requests).
  10. Organizes athletic tickets and gate reconciliation.
  11. Manages awards budget and plan for all district athletic teams.
  12. Organizes and oversees officials’ payment procedures.
  13. Maintains accurate records and filing of all transactions including:

1. bank deposits
2. payment to officials
3. season ticket sales
4. weekly ticket sales (adult tickets and student tickets)
5. gate receipts (total amount received) for each game
6. game worker hours
   1. Organizes playoff game ticket sales, gate workers, and other needed game personnel.
   2. Bills or pays participating schools based upon gate receipts and charges in a timely manner (1-2 weeks maximum).
   3. Keeps records of payments received and copies of deposits made.
   4. Submits the previous week’s reports to AD including the following:
7. ticket sales per event/campus
8. gate receipts per event/campus
9. total expenses per event/campus including game officials and personnel

## HIGH SCHOOL CAMPUS

### *CAMPUS ATHLETIC COORDINATOR*

Reports to the Director of Athletics and Campus Principal.

A. General

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 Director of Athletics.

B. Specific Duties and Responsibilities

1. Coordinates and administers the Campus High School Athletic Program in accordance with FISD and UIL athletic objectives and policies.
2. Maintains current active membership in Texas High School Coaches Association (THSCA) and an associate membership in Texas Athletic Directors’ Association (TADA).
3. Oversees campus athletic budget.
4. Assigns all campus coaching duties with approval of the Director of Athletics.
5. Coordinates all athletic schedules including feeder middle school.
6. Maintains a complete and accurate high school athletic equipment inventory.
7. Oversees and approves all campus-based requests per FISD Athletic Administration.
8. Monitors Middle School implementation of philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the high school head coach of each sport.
9. Manages off-season philosophy and program in grades 7-12 for all athletes.
10. Manages all campus-based athletic booster clubs for compliance and ensures that they provide a monthly financial statement and copy of meeting minutes.
11. Interviews candidates for campus athletic positions and makes recommendations to the Principal/Director of Athletics (including middle school).
12. Supervises and evaluates the performance of all campus-based athletics programs and coaches.
13. Possesses and demonstrates the ability of effective communication with students, staff, faculty, and community at all times.
14. Understands the process of all areas of eligibility as defined by the NCAA, and effectively communicates this process to athletes and parents as it pertains to all types of grant-in-aid programs.
15. Possesses a thorough knowledge of all UIL rules and regulations.
16. Completes an annual end-of-year review of all sports programs.
17. Assists all other coaches in the planning and management of their programs as needed.
18. Assists with the management of all UIL competitive activities that occur at the home campus as well as additional tournaments/meets held within the district.
19. Develops a program to ensure that all phases of UIL compliance are adequately addressed each year with athletes, staff, parents, faculty, and community.
20. Oversees compliance of CPR, AED, and First Aid policies.
21. Level Two of Athletic Chain of Command.

### *CAMPUS ATHLETIC COORDINATORS’ SECRETARY*

Reports to Campus Athletic Coordinator

1. General

The Campus Athletic Secretary is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Campus Athletic Coordinator.

1. Specific Duties and Responsibilities
2. Assists campus coordinators as required.
3. Answers phones and greets visitors.
4. Works with Coordinator to submit weekly game reports.

4. Orders office supplies for campus athletic department.

5. Enters information for all campus entry fees and manages payments.

6. Processes Campus Athletic Coordinator’s travel reimbursements.

7. Maintains campus calendar of athletic events and facilities usage.

9. Processes any requests for use of athletic facilities by all organizations.

10. Notifies necessary personnel of any schedule/game changes.

11. Maintains and updates weekly athletic events and results report.

12. Maintains campus level budget records for each campus sport.

13. Sells tickets at campus and oversees gate assignments.

14. Submits all FISD game worker hours for payment.

15. Keep records of campus booster club activity including officers, minutes, and financial reports.

16. Maintains accurate PAPF file for each campus.

17. Obtain from coaches and file a letterman list for all sports.

### *HEAD COACHES (HIGH SCHOOL)*

Reports to the Campus Athletic Coordinator and Campus Principal.

1. General

The Head Coach will coordinate his/her program for Grades 7-12 and supervise assistant coaches working in his/her sport.

1. Specific Duties and Responsibilities
2. Communicates with the Campus Athletic Coordinator on staff assignments concerning his/her sport.
3. Dresses for and participates in every athletic period.
4. Designs offense, defense, philosophy, and techniques to be used in that sport for grades 7-12.
5. Implements and follows all U.I.L. rules governing sport program.
6. Manages, inventories, and purchases all equipment concerning his/her sport through the Campus Athletic Coordinator.
7. Promotes positive public relations of his/her sport through the Athletic Director’s Administrative Assistant and Campus Athletic Secretary.
8. Maintains all required certifications and memberships associated with performance of the duties of coach – ex: AED, CPR, CDL, Concussion.
9. Submits dated and finalized season schedule along with acknowledgement of UIL schedule guidelines as directed by deadline (see FISD Athletic Calendar).
10. Notifies the Campus Athletic Secretary and Athletic Director’s office of any changes in schedule, i.e., locations, times, cancellations; ensures that updated schedules maintain UIL compliance.
11. Secures game officials/event supervisors for all high school level games.
12. Supplies visiting team needs and takes care of any other requirements for the orderly performance of contests.
13. Checks EACH participant for clearance through athletic trainer before participation in athletics, INCLUDING athletic period.
14. Advises Director of Athletics on general management and care of his/her facility.
15. Submits travel itinerary to the Athletic Department and the Campus Principal.
16. Submits copies of any policy, procedure, and/or correspondence for his/her specific sport for approval by Director of Athletics prior to distribution.
17. Abides by FISD policy of awarding letters, plaques, and certificates to athletes.
18. Maintains a year-to-year Letterman’s list with Campus Athletic Secretary.
19. Reports any injury sustained by an athlete to the Athletic Trainer.
20. Responsible for overseeing and insisting that team rules regarding dress, behavior, and conduct are followed.
21. Attends Middle School events, primarily as it pertains to your sport.
22. Reports scores to the Athletic Office the first working day following game. This includes levels 7-12.
23. Turns in post-season equipment inventory to the Campus Athletic Coordinator.
24. Schedules Athletic Banquets through booster club and campus administrator and District Athletic Office as applicable.
25. Develops a professional development plan for specific sport and ensures proficiency of coaching staff grades 7-12.
26. Submits cut lists to Campus Coordinator at least one day prior to posting.
27. Monitors eligibility of all student-athletes.
28. Files all sport specific District/UIL reports.
29. Creates structured game day routine for staff and players.
30. Communicates with administration for all home game and tournament administration.
31. Attends mandatory head coaches meetings with the Director of Athletics as directed.

### *ASSISTANT COACHES (HIGH SCHOOL)*

Reports to Head Coach, Campus Athletic Coordinator, and Campus Principal.

1. General

To properly execute the philosophy, objectives, and techniques of the sport he/she is coaching and to provide quality assistance to the Head Coach in teaching athletes.

1. Specific Duties and Responsibilities
   1. Consults with Head Coach on all matters relating to the operations, philosophy, and objectives of specified sport.
   2. Carries out both the implied and the explicitly assigned job responsibilities associated with the day to day activity of campus athletics and the sports program as determined by the Head Coach.
   3. Performs all such implied and explicitly assigned duties in a timely manner.
   4. Dresses for and participates in coaching activity during every athletic period.
   5. Makes every effort to attend other sport contests at High School and Middle School, and assists with the daily management of the entire athletic program.
   6. Maintains all required certifications and memberships associated with performance of the duties of coach – ex: AED, CPR, CDL, Concussion.
   7. Considers and enforces the rules and regulations of the athletic program throughout all sports and athletic environments.
   8. Coaches in a positive manner and strives to bring out the best in each athlete in the program.
   9. Develops appropriate relationships with students, colleagues, and administrators and promotes the overall athletic program both on and off campus.
   10. Assists Head Coaches in any capacity deemed necessary.

## MIDDLE SCHOOLS

### *MIDDLE SCHOOL SUPERVISOR and Coordinators*

Reports to High School Campus Coordinator and Campus Principal.

A. General

The Middle School Supervisor is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the High School Campus Coordinator and the Director of Athletics.

B. Specific Duties and Responsibilities

* + 1. Organizes and administers Middle School Athletic Program by coordinating with High School Campus Coordinators and Head Coaches.
    2. Assists in developing all Middle School athletic schedules with approval of High School Campus Coordinator and Athletic Director.
    3. Monitors implementation of high school systems of offense, defense, philosophy, and techniques to be used in each sport for grades 7-8.
    4. Ensures management of a complete and accurate Middle School athletic equipment inventory.
    5. Ensures submittal of all necessary requests per High School Campus Coordinator and Director of Athletics.
    6. Responsible for collection of Middle School game report forms.
    7. Ensures MS maintenance of all required certifications and memberships associated with performance of the duties of coach – ex: AED, CPR, CDL, Concussions.
    8. Coordinates or ensures necessary event supervisors and game support staff for all campus-based athletic activities.
    9. Ensures confirmation of game officials for all Middle School contests.
    10. Reviews cut lists and ensures compliance with FISD policy.
    11. Assists in evaluation of all campus athletic staff.
    12. Ensures all Physicals/Consent to Treatment forms are in place.

### *HEAD COACHES (MIDDLE SCHOOL)*

Reports to the Middle School Campus Coordinator and Campus Principal.

1. General

The Middle School Head Coach is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Middle School Supervisor and School Campus Coordinator.

1. Specific Duties and Responsibilities

1. Organizes and administers Middle School Athletic Program by coordinating with Middle School Supervisor and High School Head Coaches.

2. Assists in developing related Middle School sport schedule with approval of Middle School Supervisor and High School Campus Athletic Coordinator.

3. Monitors implementation of high school systems of offense, defense, philosophy, and techniques to be used in sport for grades 7 and 8.

4. Maintains a complete and accurate athletic equipment inventory for sport.

5. Responsible for game report forms for sport.

6. Maintains all required certifications and memberships associated with performance of the duties of coach – ex: AED, CPR, CDL, Concussion.

7. Ensures all injuries are reported to the Athletic Trainer and Middle School Supervisor.

8. Coordinates and schedules all necessary game support staff for all campus-based sport activities.

9. Confirms game officials for all events.

10. Submits all sports team cut lists to the High School Head Coaches and Middle School Supervisor prior to posting.

11. Prepares End of Season Athletic Report for sport.

12. Sends in all work requests for facilities during sport.

13. Organizes and checks all Physicals/Consent to Treatment forms, and athletic paperwork prior to participation.

14. Performs grade checks and maintains eligibility reports.

15. Contacts opposing school for confirmations week prior.

16. Confirms proper schedule posted on school website and directions are available to parents to away contests.

17. Completes transportation requests as appropriate for sport.

18. Ensures clean facility, game night lock-up, and following day practice preparation after all contests.

19. Promotes high school summer camps and coordinates registration of middle school athletes.

20. Coordinates work at high school games and practices by middle school staff where applicable.

21. Assists HS Head Coaches in any capacity deemed necessary.

22. Informs Middle School Supervisor of any removals, incidents.

### *ASSISTANT COACHES (MIDDLE SCHOOL)*

Reports to Middle School Coordinator and Campus Principal.

1. General

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.

1. Specific Duties and Responsibilities
   1. Organizes and implements the programs set by each Head Coach of his/her sport.
   2. Carries out both the implied and the explicitly assigned job responsibilities associated with the day-to-day activity of campus athletics and the sports program determined by the Head Coach.
   3. Manages and maintains the athletic equipment for middle school sports.
   4. Supports the High School Coaching Staff. MS football coaches will assist their feeder high school with Spring Training. Coaches will attend high school practices and events as directed.
   5. Submits game report to Head Coach, Middle School Supervisor, and Director of Athletics.
   6. Maintains all required certifications and memberships associated with performance of the duties of coach – ex: AED, CPR, CDL, Concussion.
   7. Communicates with Head Coaches to ensure alignment of program.
   8. Assists Head Coaches in any capacity deemed necessary.
   9. Considers and enforces the rules and regulations of the athletic program throughout all sports and athletic environments.

## Contact Information

**Forney ISD Athletic Facilities**

**City Bank Stadium**

800B FM 741 South

Constructed 2003 Capacity 9700

(football, soccer, and track)

**North Forney High School Field**

6170 Falcon Way (Mason Blvd)

Constructed 2008 Capacity 1500

(sub-varsity football, soccer, track)

**Old Jackrabbit Stadium at Warren MS**

811 South Bois DArc

Constructed 19-- Capacity 2000

**Brown Middle School Field**

1050 Windmill Farms Blvd.

Constructed 2008 Capacity 1250

**Administration Field**

600 South Bois D’Arc

Constructed Long, Long Ago Capacity 300

**Forney High School Baseball and Softball Complex near Mulberry Park**

811 South Bois D’Arc

Constructed 19-- Capacity 2000

**North Forney High School Baseball and Softball Complex**

6170 Falcon Way (Mason Blvd)

Constructed 2009 Capacity 1500

**Forney High School Indoor Athletic Facility**

800B FM 741 South

Constructed 2002

**North Forney High School Indoor Athletic Facility**

6170 falcon Way (Mason Blvd)

Constructed 2009

**High School Varsity Gymnasiums (basketball and volleyball)**

Locations: FHS (capacity 2000) and NFHS (capacity 1200)

**High School Auxiliary Gymnasiums**

Locations: FHS (2) and NFHS (2)

**Tennis Courts**

Locations: FHS (8); NFHS (8); WMS (2)

**Middle School Gymnasiums**

Locations: Warren (2) and Brown (2)

**Other Facilities**

Weight Rooms, Field Houses, Concession Stands, Locker Rooms, Coaches’ Offices, Storage Facilities, Wash Rooms, Film and Meeting Room, Tech and Video Rooms, Training Rooms and Medical Facilities, Secretarial Kiosks, Trophy Room or Hall of Honor

Forney ISD Athletic Staff members should assume shared responsibility for maintenance and oversight of athletic facilities with the cooperation and assistance of the FISD maintenance department.

# PART III: FISD Athletics General Policies

## A. Philosophy

### Staff Loyalty

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

### Relationship with Faculty

All FISD coaches should maintain a 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. Coaches are members of the professional community and should be an advocate for both academics and athletics. Any perceived issues with colleagues should be handled professionally and through the established chain of command.

### Perception of Coaches and Athletics

It is the expectation of FISD that all coaches maintain appropriate and professional relationships with administrators, teachers, fellow coaches, and all school district staff.

Coaches are members of a professional family and coaching is an honorable calling requiring a dedication that reaches beyond the expectations of the regular work day.

Because of the unique position coaches hold in the school – connecting students, parents, professionals, and community – coaches should support all school policies. Differences of opinion if they exist will be discussed behind closed doors.

The three greatest professional characteristics*…****Honesty, Loyalty, and Integrity****…* should be the foundation upon which all FISD coaches build their own professional reputation as well as that of their program.

The actions of coaches should bring credit to the profession, the school community, and the athletic program at Forney ISD.

Coaches should strive to compete with honor, win with dignity, and lose without bitterness.

Coaches should promote sportsmanlike behavior, appearance, and language in all situations.

### Four Athletic Campuses

Forney ISD is a multi-campus school district, and a principle characteristic of the successful district-wide athletic program is open communication and cooperation among all schools and coaches.

It is vital that all coaches and athletic administrators remain active shareholders in the success of Forney ISD Athletics. If you are not actively modeling cooperation with colleagues you are actively working against cooperation among kids.

ALL COACHES are your colleagues and ALL ATHLETES are your responsibility.

### Forney Athletics Commitment to Academics

The Forney ISD recognizes that a student’s *first scholastic priority* is to the academic program. Since participation in athletics requires a significant commitment of time, parents and coaches are encouraged to help monitor each participant’s academic progress.

Coaches should perform grade checks and should monitor academic eligibility at all times, not just at the grading period deadlines. Coaches are also encouraged to build study and/or tutorial periods into their schedules with their teams. When required to do so, student athletes will attend these sessions.

### Off-Season Philosophy and Program

Forney ISD believes that one of the single most important aspects of success in an overall athletic program is having a quality off-season. This is defined as strength and conditioning that emphasizes injury prevention, mental and physical growth, teamwork, and an appreciation for lifetime fitness. Each FISD head coach will participate in a quality off-season program in regard to his/her sport. Off-season regulations and assignments will be managed by the campus coordinators.

In cases where coordinators indicate that off-season participation will take precedent over in-season sport participation, athletes will remain in the off-season program and attend the other sport after school. Students/athletes remaining in the off-season program are to be excused from off-season workouts on game days of other sports. For additional information, refer to your specific campus athletic policies and procedures manual and Forney ISD Athletic Calendar.

## B. Student Placement and Participation in Athletics

### Placement of Students in Athletics

Communication between coaches and coordinators must take place before a student-athlete can enter or exit athletic periods. Campus coordinators must sign off on any request for entrance to or exit from athletic periods.

### Multiple Sport Participation

FISD Athletic Department policy allows and encourages a student/athlete to compete in multiple sports as long as the student/athlete can abide by all team rules and regulations. No coach shall discourage any athlete from participating in multiple sports, and should not pressure student-athletes to specialize. It is the responsibility of the coaches to transition multi-sport athletes in a positive and fair manner.

## C. Travel

### Transportation

FISD school buses are to be used to transfer all athletic groups whenever possible.

Unless a travel request form is submitted and approved, high school games are to be within a 50 mile radius of the school district except for district contests beyond this limit.

It is the responsibility of each FISD head coach to complete and submit the online Request for Transportation Form in a timely fashion for each athletic event that requires transporting students/athletes via school bus.

The use of contracted vehicles must be approved and arranged by the Director of Athletics.

Travel by FISD athletic teams or individual athletes outside the **50 mile radius and/or** **overnight contests** must be recommended by the campus athletic coordinator first, and then must receive approval by the Director of Athletics.

The team or individual will be allowed to miss only one day of school per activity or event.

All FISD athletes and coaches must travel with the team both to and from the contest. All athletes must return with the team unless, prior to the trip, a parent or guardian has completed a 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.

Students may be released to parents only. [SEE TRAVEL RELEASE FORM](file:///C:\Users\ivy.weaver\FISD%20ATHLETIC%20STAFF%20DOCS\Game%20Release.doc)

### CDL for Coaches

All FISD coaches are required to obtain a Commercial Driver’s License (CDL) with bus certification within one-year of employment and maintain its status. FISD coaches will drive buses on athletic trips whenever possible. Coaches may be compensated $25 per trip when timely documentation is submitted.

### Sleeping Arrangements and Overnight Trips

Coaches will use discretion and are responsible for continuous student monitoring on out-of-town trips. This includes judgment in planning for chaperones, meals, room and sleep arrangements, room checks, and all aspects of overnight travel.

Overnight travel requires written approval from the campus coordinator and athletic director. Itinerary and travel plan details must be submitted to campus athletic coordinator prior to travel. Forney ISD may send administrative chaperone at program expense.

### Student Meals

All Forney ISD and UIL policies must be followed during student travel.

When traveling, coaches must submit a Travel and Expense Report to the Campus Coordinator and the Athletic Director’s office. This form will include estimates of all traveling expenses.

Non-school entities including booster clubs should never pay for travel expenses directly. Donations may be made to the school to help offset travel costs.

## D. Student Safety/Physical Contact

### Student Safety Concerns

Coaches shall be trained in CPR as well as the use of AEDs and Basic First Aid. Coaches shall carry medical forms to all competitions. Coaches shall have annual concussion training. See campus athletic trainer for details.

If an accident occurs, the coach will contact the campus trainer and will note the injury on the game report. If a serious injury occurs, the coach will call 911 and the campus trainer. In this case, the trainer should immediately notify athletic administration. [PLEASE SEE FISD ATHLETICS INJURY ACTION PLAN](file:///C:\Users\ivy.weaver\Sports%20Medicine\FISD%20Athletics%20Injury%20Action%20Plan.docx)

Physical contact with students should be limited to that which is necessary and appropriate to treat an injury, teach a skill, console or congratulate a player.

There should be no touching at all in a private, one-on-one setting.

Coaches should think and act defensively so that there is no question of impropriety.

### Student Injury and Athletic Trainers

All significant student injury should be reported to the campus athletic trainer. The trainer will notify athletic administration of serious injury.

Athletes seeking treatment for a non-emergency injury should always be required to consult their coaches prior to reporting to the trainer.

### Heat Alert and Wind Chill Guidelines

Trainers will be the primary monitors of heat index and wind chill. Coaches will communicate with trainers when heat and cold issues affect practice and game conditions. Coaches will abide by the recommendation of trainers in extreme conditions.

[SEE FISD HEAT AND WIND CHILL GUIDELINES](file:///C:\Users\ivy.weaver\Downloads\FISD%20Athletic%20Student%20Safety%20Measures.docx)

Trainers should see that all athletic activity takes place within FISD guidelines. Please see trainers for up-to-date temp readings and weather forecasts and ensure outdoor activity proceeds within the guidelines.

## E. Facilities and Equipment

### Facilities Maintenance and Outside Usage

Each FISD Head Coach is responsible for the general care and maintenance of his/her facility. Work orders must be submitted by campus coordinator’s or secretary.

The scheduling of district athletic facilities by non-athletic groups will be handled by Campus Athletic Coordinator or Director of Athletics. Both signatures are required for access to FISD athletic facilities under normal circumstances.

All arrangements for use of FISD facilities for school playoffs or non-school events will be made exclusively through the office of the Director of Athletics. Contact [Lisa Cowgill](mailto:lisa.cowgill@edu.forneyisd.net) for rental application. Head coaches will be contacted for facility use coordination or management.

Any alterations or additions to FISD athletic facilities should be approved by the Campus Athletic Coordinator and Director of Athletics prior to initiation.

Athletic facilities are for the use of *Forney ISD athletes only* unless special arrangements have been made through the Campus Athletic Coordinator with approval of the Director of Athletics.

Head coaches are responsible for preparing and monitoring FISD Athletic Facilities as assigned for hosted playoff games and events.

Head Coaches may use competition venues at their professional discretion without using formal scheduling procedures (ex: open gyms, after school programs, 7 on 7), but facilities will be managed by the head coach. Athletic Secretaries should be provided advance notice of these activities so that conflicts may be avoided.

Main competition fields and courts will not be used by non-school groups if practice fields are available for scheduling. Main competition fields and courts are exclusive to use by Forney ISD athletes unless special consideration is given by the Director of Athletics.

The Old Jackrabbit Stadium track is available for public use after school hours.

### Athletic Equipment and Inventory

Each Head Coach is responsible for 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 with the Campus Coordinator and/or entered into Rank One.

Each head coach should keep an accurate inventory of equipment issued to each participant – itemized and initialed by the student – on an individual equipment check out card. These should be filed by coaches and used to check in equipment at the end of the season.

The Business Office will send an inventory form and inventory tag for any purchase over $500.00. It will be the coaches’ responsibility to return these forms in a timely manner.

Any donation to the department by any group or individual should be preceeded by the Forney ISD donation form. This form includes approval from FISD Administration for the donation.

### Non-School Purchases/Donations

Athletic equipment, including student uniforms, should be purchased from a school account using the FISD purchase request process. Donations of funds or equipment by a booster club or individual may be accepted with prior approval of the administration and with the FISD donation process complete. Donations must support the overall program and team goals set by the head coach and campus administration.

### Keys to Athletic Facilities

Keys to Athletic Facilities are the property of Forney ISD and are entrusted to FISD coaches. Coaches’ keys should not be loaned to students, parents, or non-school officials.

Outside entities wishing to use the athletic facilities of Forney ISD should contact Campus Athletic Coordinators and/or the office of the Athletic Director to check for availability and rental requirements.

An application form for facility rentals is available from [Lisa Cowgill](mailto:lisa.cowgill@edu.forneyisd.net).

### Laundry

All schools have laundry equipment available to each team. The head coach is therefore responsible for the cleanliness and neat appearance of his or her team. A regular schedule should be established so this can be handled at school. Do not allow students to take their game equipment home for laundering purposes unless absolutely necessary.

## F. Specifics for Coaches

### Contract Days for Coaches

All coaches are required to work the number of calendar days necessary to facilitate their coaching assignment. This will extend to days beyond the 187 day school calendar. This will include mandatory summer training days.

The campus athletic calendar will be set and monitored by the Campus Athletic Coordinators with the approval of the Director of Athletics.

Coaches should communicate with campus principal prior to scheduling during campus teacher inservice time.

### Trainings and Inservice Required

Coaches are required to attend athletic trainings, meetings, and inservice sessions in addition to the athletic coaching assignment.

These sessions will be set by Campus Athletic Coordinators with approval of the Director of Athletics.

### Tattoo Policy

FISD Coaches and Athletes should follow the handbook as it applies to dress code issues.

### Facial Hair

Coaches and students will abide by FISD Board Policy concerning facial hair.

### Alcoholic Beverages

Coaches should use good judgment where alcoholic beverages are concerned. Under no circumstances should FISD athletics clothing be worn when alcoholic beverages are consumed in public.

Alcoholic beverages will not be consumed just prior to or at any time when coaches are responsible for students.

Alcoholic beverages should never be consumed by coaches in an environment where students are expected to be present.

### Professional Code of Dress

Coaches’ game attire should be appropriate to the sport coached, keeping in mind that high standards of dress are expected of FISD coaches. Specifics include: no jeans, no t-shirts (collared shirts only), no caps for indoor sports, and no sandals/flip-flops.

Practice clothing should be appropriate to athletic activity with all coaches dressing out for athletic periods in Forney ISD or appropriate workout attire.

### Coaching Outside Sports Teams

Any FISD athletic staff member who coaches any non-FISD sports team is required to notify the Campus Coordinator for approval.

This includes club sports, AAU or other amateur groups, summer teams, private lessons, summer camps or clinics, or any other coaching activity not part of the FISD coaching assignment. Coaches who earn income outside their FISD contract are required by FISD School Board Policy to notify the district through appropriate form.

Under no circumstances will coaches violate UIL or FISD policy in this practice and outside coaching will not conflict with FISD assignments or responsibilities.

In the case where approval is granted for the use of any school facility for non-school sports activities for profit, rental fees will apply.

### Professional Organizations and Clinics

**Memberships:**

The Director of Athletics will approve payment for each FISD coach to become a member of either the TGCA or the THSCA. All coaches should join as able.

The Director of Athletics will also authorize payment for each Head Coach to become a member of their specific sport’s professional organization.

Coaches should use personal funds for other professional memberships.

**Clinics and Professional Memberships:**

FISD will approve and expects all coaches to become members of either the THSCA or TGCA. Membership fees will be reimbursed by Forney ISD Athletics.

Tuition fees will be paid for all FISD coaches to attend either the THSCA or TGCA clinic. Tuition fees will also be paid for head coaches to attend one other clinic, preferably that of their state conference or tickets may be purchased for state tournaments.

Trainers will be given an expense allowance to attend the state trainers’ conference and one other clinic.

Clinics for middle school coaches should be developed by the high school staff for the professional growth of the middle school coaches.

### Coaching Evaluations

Coaching evaluations take place each year. Campus Coordinators and the Director of Athletics will participate in evaluations of coaching staff.

### *Professional Accountability*

*\*Coaches must familiarize themselves with the contents of this FISD Athletic Handbook, the FISD Extra-Curricular Code of Conduct, U.I.L. rules and guidelines, and other FISD policies.*

*\*Failure to adhere to the guidelines and expectations of the FISD and University Interscholastic League may require disciplinary actions that could include a conference with athletic administrators, documentation in campus file, documentation in personnel file in the form of a written memorandum of reprimand, placement on a growth or goal plan with specific objectives, reassignment of duties, or non-renewal of duties.*

## G. Teams and Schedules

### Tryouts and Team Selections

Coaches will ensure that a reasonable and equitable system of tryouts and team selection takes place, and that children are informed discreetly of cuts.

Placement of freshmen on varsity teams should be made with utmost discretion and only in special circumstances.

### Athletic Periods and Practices

All coaches should participate in each athletic period and should value all practice time since it is just as important as game coaching if not more.

Coaches should not be on the phone, and should not carry on personal conversations, eat, drink, or sit down in most cases during live practice. Rather, coaches should be engaged in teaching, correcting, and motivating throughout practices.

Personal cell phone calls should be taken on personal time. Class time and practice time should be respected. Athletics is a class just like academic offerings.

Coaches shall not film or photograph students without a specific purpose which is directly related to athletic participation or performance, and should typically not use cell phone for any such purpose.

Coaches should monitor all students in their care until such time as those students have been released to parents or have left FISD athletic facilities.

### Athletic Scheduling

Please see the Forney ISD and UIL Calendars to confirm the deadline for athletic schedules for each sport to be submitted and approved and for practices to begin.

Head Coaches are responsible for following all UIL guidelines and dates when scheduling. Teams scheduled by Forney ISD teams shall be UIL member schools.

Schedules shall be submitted by the Head Coach of each sport for approval by the FISD Department of Athletics by the following dates:

**First Friday in May Prior Year: Football, Volleyball**

**First Friday in August: Cross Country\*, Basketball, Fall Golf, Tennis**

**First Friday in November: Soccer, Softball, Baseball, Track, Spring Golf, Tennis**

Schedules should be posted appropriately to the school athletic website when appropriate and updated as necessary.

### Wednesday Scheduling

Coaches shall not schedule Wednesday competitions without prior approval from the Director of Athletics and Superintendent of Schools.

Coaches should make efforts to release Wednesday practices earlier than regular practices.

### Cancellations/Rain-Outs

In the case of cancellations or rain-outs it is important to take quick action so that all arrangements and communications necessary may be made. The following items must be completed or confirmed by the head coach:

1) contact Campus Athletic Coordinator, Athletic Director, Campus Athletic Secretary and Campus Principal’s Secretary

2) cancel transportation if it is an away game

3) inform officials if it is a home game

4) inform students involved so they may notify parents and teachers as necessary

5) reschedule your event as allowed by UIL and communicate change as necessary.

### Directions to Athletic Events

Head Coach or designee should provide directions to athletic events where necessary. These must be forwarded to the Campus Athletic Secretary for distribution and posted on the school athletic website. The school website and team schedule shall link to game location.

### Team Handbooks (per Sport)

Team Handbooks, parent contracts, and information packets should be aligned with the Forney ISD Extra-Curricular Code of Conduct and all other FISD policies.

All head coaches should utilize and file the Forney ISD Parent Communication Guide and Acknowledgement Form during parent meetings.

### Prior to Season Parent Meeting (per Sport)

Head Coaches are required to hold a prior-to-season parent meeting to provide information and outline guidelines for participation for athletes and their parents.

Head Coaches will schedule prior-to-season parent meetings with the Campus Athletic Coordinator and Campus Athletic Secretary. Efforts should be made to schedule and facilitate special information sessions for incoming freshmen.

Head Coaches are responsible for filing team handbooks with the campus secretary. If a child is wearing a uniform, there should be a Forney ISD parent acknowledgement on file.

### Officials

The Head Coach of each sport is responsible for securing officials for all varsity and sub-varsity contests. Middle school coaches and coordinators along with the head coaches of each sport are responsible for securing officials for all middle school contests. The Director of Athletics is responsible for signing and returning all athletic officials’ contracts.

### Academic All-State

It is the responsibility of Head Coaches to nominate eligible athletes for Academic All-State with THSCA and notify the Athletic Director when FISD athletes are recognized. You may also nominate for state associations, but this is not a substitute for THSCA.

These athletes will be honored at a school board meeting.

### Athletic Awards Policies

The following awards are available for athletes on a seasonal basis, and it is the responsibility of the head coach to recommend athletes to the Athletic Office:

Certificate—awarded to athletes who participate in a sport but do not letter. Certificates are campus based.

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.

Superlative Certificate – awarded to an athlete who receives a superlative award from the school, district, region, or state. This may be accompanied by a photograph.

Board Recognition – Coaches should submit name of all state level superlative awards or qualifications to the Directors of Athletics and Communications so students may be recognized at the Board meeting.

Letter Jacket—awarded one time during an athlete’s high school career. A letter jacket is presented by Forney ISD Athletics for the first letter an athlete receives. Letter jackets awards must be recommended by the head coach.

### CRITERIA FOR LETTERING

*Lettering at a Forney ISD school shall be governed by the following guidelines:*

Athletes who meet the qualifications for a letter award will receive a letter jacket from the Forney ISD. Freshmen that earn a letter award must participate in the sport in which they qualify their sophomore year in order to receive a letter jacket (except in the rare instance when the athlete is physically unable to compete after their freshman year). Any senior who has been on a FISD high school roster for three years in a particular sport will be awarded a letter in that sport.

*Basketball, Football* – must participate on the varsity team in at least one half of the quarters in the season to letter. Head coach will certify.

*Volleyball* – must participate in a least one half of the matches in the season. Head coach will certify.

*Softball/Baseball* – must participate in at least 25% of the total innings in the season. Head coach will certify.

*Track & Field* – score ten (10) points during the season or one point at the district meet or participate in at least 25% of the track meets. Head coach will certify.

*Golf* – finish in the top six at the district meet or participate in at least 50% of seasonal varsity matches. Head coach will certify.

*Tennis* – finish in the top six at the district meet or participate in at least 50% of seasonal varsity matches. Head coach will certify.

*Cross Country* – must finish course in at least 50% of the season’s varsity meets or at the district meet on the varsity team. Head coach will certify.

*Soccer* – participates in at least 75% of district games. Head coach will certify.

*Powerlifting* – score 12 points during the season or qualify for the regional meet. Head coach will certify.

*Swimming* – must place in district swim meet/qualify for regional. Head coach will certify.

\*All letter awards will be awarded within the guidelines of U.I.L. Rules and Regulations.

\*Campus Athletic Coordinators are stewards of athletic letter jackets on their campuses.

\*All letter awards and jackets will be awarded at the discretion of the head coach with consideration given to conduct and playing time.

\*Coaches may make considerations for injuries and special circumstances.

\*Letter jackets will not be awarded to students while they are in a DAEP setting.

Students who qualify for letter as a freshman must continue in the sport beyond the freshman year (into the varsity class) in order to be eligible for the  jacket award.

Here are designations for different awards:

\*The varsity letter is awarded for a single season when a student meets the minimum standard listed for each sport (playing time, points, etc.).  These letter standards may be met each year for each sport.  This is usually represented by a certificate from the team or a logo or tally mark on a patch.

\*The jacket is a multi-year participation award.  The UIL designates that a school may give one major award, with a $70 maximum value, for an entire course of sports participation at a member school.  This is represented in FISD by the jacket.

\*Other superlative awards are given for individual performance(s).  Examples are the All-District awards determined by a committee, or a Fighting Heart or Core Value award given by a sport’s coach, or even a state recognition like All State or Academic All State.  A Newcomer of the Year award might be presented to an outstanding first-year player, or a senior award for a 12th grader.

Numerous large school districts no longer award the letter jacket.  In Forney ISD, however, we believe it is a *great tradition in school sports*, so we have placed more emphasis on it in recognition for a student’s sustained commitment to the school program.

### Fund Raisers

Any type of fund-raising project by a school entity must have prior approval by the Campus Athletic Coordinator. When funds are to be deposited in a school account, a Fund-Raising Approval form must be on file in the FISD Athletic Office and Business Office BEFORE the fundraiser is conducted. All revenue should be routed through Athletic Secretary.

Each Program may conduct two tax-free fundraisers per year. The fundraiser must have a specific purpose and monies should be deposited within five (5) days of fundraiser completion.

No new signage for advertising shall be solicited.

All monies collected for fund raisers or for any school purpose should be turned in to the Campus Athletic Secretary for deposit.

### Shirts for Students Policy

FISD accounts will not be used to purchase shirts or any other item or gear to give to students. This would be a violation of the valuable consideration rule.

Funds may be used to purchase shirts which are sold to students as long as the students are charged the amount paid for the items, provided a receipt, and monies collected are returned to the athletic office for replacement in the account. In this case shirts may not be sold for more than cost as this would qualify as a fund raiser.

Coaches are responsible for following all UIL and FISD guidelines when providing these or any clothing items through the school.

### FISD Summer Athletic Camps

**FISD Athletic Summer Camps exist to promote the philosophy of FISD Athletics and to offer a healthy, engaging, and educational summer activity for students.**

The Head Coach of each sport will have the opportunity to offer a summer sport camp for students in grades K-8 (incoming 9th).

Summer camps must be scheduled with the Campus Athletic Secretary and approved by the High School Campus Athletic Coordinator and Director of Athletics.

Summer camps will last no longer than five days.

No person associated with a summer camp will be allowed to earn a personal profit of more than 25% of the gross revenues of the camp. The camp is to be a Forney ISD service activity, benefitting the students and promoting the school program.

All summer camp fees and payments will be routed through the athletic office. Complete financial report for each camp should be completed and kept on file in the athletic office. Please see form and FISD policy.

A maximum of 5% of the gross revenue from the camp may be retained by FISD for facility costs if requested.

Camp fees must be approved by the High School Campus Athletic Coordinator and Director of Athletics.

The maximum a child may be charged for attending a Forney ISD summer athletic camp is $75. Children of FISD employees shall attend at a discounted rate of 50%. Children of FISD coaches shall attend for free.

Camp flyers or brochures should be submitted to the Athletic Administrative Assistant for approval and then will be posted on the school website on a collective form.

An administrative meeting for all Head Coaches wishing to host a summer camp may be held in spring.

It is recommended that FISD School Coaches be utilized as summer camp coaches. The use of non-school coaches for summer camp workers requires the approval of the High School Campus Athletic Coordinator and Director of Athletics.

The use of non-school employee summer camp workers also requires a criminal background check and proper paperwork to be filed with HR prior to activity on any FISD campus. This is a TEA regulation.

Campus Summer Camp Calendar – Set by Campus Athletic Coordinator

District Summer Camp Calendar – Approved by Athletic Director

# PART IV: Eligibility for Participation

* In order to be eligible to participate in an extracurricular activity for a six week period, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks. This does not pertain to the first six weeks period of the school year.
* A student whose six-week grade average, in any course, is lower than 70 at the end of any 6 weeks period shall be suspended from participation in any interscholastic activity during the succeeding three weeks periods. If, at the end of the three weeks period, the student is passing all classes, that student will become eligible 7 days after the grade was officially earned for the remainder of that current 6 weeks. Validation of the 3 weeks grade is made through the campus coordinator and campus principal.
* 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.
* 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.
* A student who fails a course becomes ineligible seven days after the last day of the six weeks period.
* The FISD Athletic Department validates grades with a report card or a principal grade report. An athlete **will not** submit his/her own grades for purposes of eligibility check.

## No Pass / No Play

Each FISD 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.

Coaches are responsible for knowing and abiding by the FISD policy concerning AP classes, waivers, and other eligibility guidelines.

## UIL Eligibility Calendar

Each FISD head coach is responsible for following the UIL Eligibility Calendar and ensuring that each student meets the eligibility requirements for participation at each grading period during the school year.

Head Coaches should closely monitor grading periods, the school calendar, and UIL regulations to ensure all participants are eligible.

## ISS / DAEP Placement

Each head coach is responsible for monitoring athletes in his/her program for disciplinary activity beyond the athletic arena, and must not allow a student placed in ISS or DAEP to participate in any interschool contest during placement.

Student transfers from other school districts who were placed in an alternative disciplinary setting or suspended from activity due to school policy will enter enrollment in FISD Athletics on the same disciplinary level.

## Athletic Physical and Information Packet

NO STUDENT may participate in an athletic activity – to include games, scrimmages, and practices before or after school or athletic periods without a completed athletic physical and information packet. Please see your athletic trainer or Rank One for more information.

## Enrollment of New Participants

Student must have completed a physical/athletic packet on file with the campus athletic trainer *BEFORE*they can participate in any kind of physical activity.

* Coach must verify eligibility using current transcript.
* Coach must process PAPF through proper channels.  [SEE PAPF PROCESS](file:///C:\Users\ivy.weaver\Downloads\PAPF%20and%20Residency%20Process.pdf) and [PAPF CHECKLIST](file:///C:\Users\ivy.weaver\Downloads\PAPF%20Precedural%20Checklist.docx) and [RESIDENCY CHECKLIST](file:///C:\Users\ivy.weaver\Downloads\Residency%20Check%20List.docx)
* Contact must be made with coach at previous school to verify validity of transfer.
* Varsity-level athletes must be added to the UIL Eligibility Form and the form must be submitted prior to interschool participation.
* Coach must verify student enrollment form is completed and on file.

## Residency Check Procedures

The Head Coach is responsible for ensuring that a new student athlete in their program meets all UIL/FISD residency requirements.

The Head Coach will perform a residency/address/house check when necessary as a part of this process. [RESIDENCY CHECKLIST](file:///C:\Users\ivy.weaver\Downloads\Residency%20Check%20List.docx)

Results of the residency check including for intradistrict transfers will be reported to the Athletic Department and the PAPF will route through the ISD Athletic Office. It will be filed with the DEC by Lisa Cowgill. Do not send it on your own.

Head coach if performing a residency check should be accompanied by an administrator or school resource officer.

## Athletics Grading Policy

*Athletic grades for FISD are campus based. Refer to your specific campus athletic policies and procedures manual or the Campus Athletic Coordinator.*

## Transfers

Participation in UIL activities shall be in accordance with all applicable UIL regulations and Board policy FMF(LOCAL). Varsity athletic participation shall be based on UIL residency requirements during grades 8–12. A student requesting an intradistrict transfer should consult with the athletic department to determine if transferring will result in the forfeiture of varsity eligibility for one calendar year.

See these links:

[TEA&UIL SIDE-BY-SIDE](C:\\Users\\ivy.weaver\\Downloads\\TEA_UIL_Side_by_Side.pdf)

[Local Policy Transfers](C:\\Users\\ivy.weaver\\FISD ATHLETIC STAFF DOCS\\Policy\\FDB(LOCAL)transfers.docx)

[Local Policy Parent Organizations](file:///C:\Users\ivy.weaver\FISD%20ATHLETIC%20STAFF%20DOCS\Policy\GE(LOCAL).docx)

## Eligibility Issues For Clarification:

An academically ineligible student MAY NOT play in a game, ride in school-provided transportation, or dress for a contest, sit on the bench, sideline, or playing arena with the team.

An academically ineligible student MAY practice and participate in scrimmages.

An academically ineligible student MAY play in a game, ride in school-provided transportation, dress for a contest, and sit on the bench or on the sideline or playing arena with the team *during school holidays of at least one full week (M-F)*.

A student assigned to ISS or DAEP is considered ineligible from ANY athletic activity. This includes practice. It includes holidays. Once their placement in ISS or DAEP is completed, they regain eligibility at the end of the school day.

A student without a completed physical/athletic packet is considered ineligible from ANY athletic activity.

A student new to school may practice, but is considered ineligible for 15 calendar days for varsity competition.

A student new to school may practice or compete in sub-varsity interschool competition if academically eligible, but they MAY NOT compete in varsity level interschool competition until a PAPF is completed, approved, and on file.

A student new to school that has moved into the district should receive an in-home residency check from the head coach prior to being considered eligible for varsity competition.

Students who assist the coach such as managers, statisticians, and student assistants must meet the same eligibility standards as competitive athletes.

# PART V: UIL GENERAL GUIDELINES

Coaches should familiarize themselves with and abide by the guidelines included in the UIL Constitution and Contest Rules and UIL Athletic Manuals concerning practice hours, games per day, games per week, games and tournaments per season, playoffs, and all other mandates and regulations governing athletics in the State of Texas.

UIL policy may be reviewed by visiting the webpages listed below. It is the responsibility of the individual coach to be aware of and follow all guidelines relative to his/her sport.

UIL Website:

[www.uil.utexas.edu](http://www.uil.utexas.edu)

UIL Athletics:

[www.uil.utexas.edu/athletics](http://www.uil.utexas.edu/athletics)

Coaches with questions about interpretation or application of UIL policy, rules, guidelines, or procedures should contact their Campus Athletic Coordinator or the Director of Athletics.

# PART VI: FISD Athletics Disciplinary Plan for Students

*All disciplinary activity among FISD campuses pertaining to athletics shall be in compliance with the FISD Extra-Curricular Code of Conduct.*

An athlete may be disciplined, suspended, or removed form a sport at the discretion of the head coach.

Removal from the athletic program or the athletic class period will be done only at the discretion of the High School Campus Athletic Coordinator

* **Quitting a Sport** – A student who quits a sport during season is subject to all disciplinary actions taken by her/his coach, the head coach, campus coordinator, and athletic department. A student who quits a sport in poor standing MAY NOT participate in another sport until the conclusion of the season quit, including playoffs. A student who quits a sport after the first contest MAY NOT letter or receive any award for the sport quit.
* **Removal** – A student who is removed from a sport for a disciplinary purpose MAY NOT participate in another sport until the conclusion of the season from which he or she is removed. That student MAY NOT letter or receive any award for the sport from which he/she was removed.
* **Outside Participation** – Efforts should be made by the high school coach to co-exist with outside organizations such as club sports teams. However, UIL athletic activity will be prioritized during FISD sport seasons. Missing a school event to participate in a non-school event will count as an unexcused absence.

## Discipline Issues to Report to Athletic Director

The Director of Athletics must be consulted when the following rules are broken:

1. **The use of an illegal drug or alcoholic beverage**. The Extra Curricular Code of Conduct will be followed when this rule is violated. Head Coaches have the right to remove, suspend, or correct an athlete whose conduct or actions are detrimental or distracting to the team and integrity of Forney ISD Athletics. It is the responsibility of the coach to inform the Director of Athletics in such a case.

1. **Ejection from a UIL contest**. If an athlete is ejected or suspended from a contest by an official or coach, it is the Head Coach’s responsibility to notify the Director of Athletics as soon as possible as per UIL rules. The athlete may receive an automatic one game suspension. A second ejection may lead to suspension or removal from the team.

# PART VII: Parents and Communications

## Sport Specific Parent Meeting

Every Head Coach will hold a prior-to-season parent meeting.

Each Head Coach will schedule this meeting through the Campus Athletic Secretary and will inform the Campus Athletic Coordinator and Director of Athletics of the time and location of the meeting.

Head Coaches will contact parents in a timely manner to inform them of the time, date, and location of the prior-to-season meeting. Meeting time and date should be included on a scheduled that is posted on the FISD Athletic Website.

*The FISD Athletics Parent Communication Guide* and Extracurricular Code of Conduct will be covered with all parents or guardians, and *the FISD Athletics Parent Acknowledgement Form* will be received from all participants’ parents or guardians and placed on file at the campus.

Agenda Items for the Parent Meeting should include, but may not be limited to:

* Introduction of Staff
* Program Philosophy
* Procedures and Requirements for Participation
* Selection and Participation Criteria
* Schedules, Directions, Game Information
* Practice Information
* Contact Information and Availability of Coaches
* Extra-Curricular Code of Conduct
* Parent Code of Conduct
* Multiple Sport Participation Philosophy
* Transportation Policy
* UIL Paperwork and Physical
* Injury Procedures to Include Head Injury Policy
* Athletic Award Policy and Criteria for Lettering
* Limitations for Letter Awards
* Meal Policy
* Booster Club Information and Expectations
* Campus Forms and Expectations
* Athletic Chain of Command

## Reasonable Communications

A Forney ISD coach WILL BE expected to communicate with parents concerning policy, rules and expectations, philosophy, location and time of practices and games, team participation requirements, safety, injury procedures, methods of personal improvement, behavior issues, academic progress, and the mental and physical well-being of the individual student athlete.

A Forney ISD coach WILL NOT BE expected to communicate with parents concerning playing time, team strategy, X’s and O’s, and should not discuss another student-athlete with parents. This would be a violation of the FERPA law.

## Character Curriculum

Character Curriculum Initiatives will be determined at the campus level. Such programs are encouraged by the Department of Athletics, but curriculum guidelines and standards should be applied with the approval of the Campus Athletic Coordinator.

## Coaches and Email

Coaches will not engage in email conversations outside the acceptable use policy of FISD. Email is considered by the FISD Department of Athletics as a message delivery medium. *Ongoing* conversations with administrators, colleagues, parents, and especially students should be made face to face or via telephone.

Parents should be made aware of coaches’ conference periods so that they can seek appropriate communications when necessary.

## Coaches and Text Messaging

Coaches will communicate with students and parents via text messaging only concerning professional (coach/player/parent relationship) issues such as: practice and game times and locations, medical or absence issues, or other school or team related information.

Coaches will not carry on ongoing personal conversation with students via text messaging. Coaches will not exchange photographs or video with students via phone or device.

## Blogging, Personal Electronic Communications

The Internet and Social Media is a medium for communication the boundaries of which are still being tested. Let’s don’t let athletics test these boundaries.

A wide audience can view what is posted on such media, and anything found on your pages may reflect on you, your family, and the athletic program. Take care.

These warnings are as viable for coaches as they are for student-athletes. Good sportsmanship extends well beyond the athletic arena.

Coaches shall not participate with student athletes or their parents on such sites except in a professional manner and capacity and as related to the school athletic program. Coaches are personally responsible for information and images posted online.

## Booster Clubs

All Booster Club activity will be monitored by the head coach of each sport. Head coaches will attend their corresponding booster club meetings and serve as advisors for club activity and policy.

The FISD Booster Club Manual should be used as a guide for all participants.

It is also imperative that coaches understand and make certain that members follow the rules and regulations included in the UIL Booster Club Guidelines, which may be found at the following website:

<http://www.uil.utexas.edu/policy/pdf/booster_guide.pdf>

## Booster Club Minutes and Financial Statements

Booster Clubs should submit monthly financial statements and minutes of official meetings to the head coach of the representative sport who will make sure these documents are on file at the home campus. Please see Manual.

Head coaches must be proactive when dealing with Booster Clubs. In the event of rule violations, it is the student athlete and the school coach who face disciplinary action.

If there are questions about booster club activity, athletic banquets, or other parent involvement, coaches should consult their Campus Athletic Coordinator.

## Athletic Banquets

Athletic banquet arrangements will be made with approval of the Campus Athletic Coordinator and will be scheduled with the Campus Athletic Secretary.

Campus Athletic Coordinators will set the athletic banquet calendar for the campus. There shall be no exceptions to this requirement.

Athletic banquets will take place in Forney except where explicit approval is granted and for good reason. Catering should be from Forney businesses.

Head Coaches will monitor banquet details and arrangements to ensure that all district and UIL guidelines are followed.

## Forney ISD Athletic Department Websites

[**http://jackrabbitathletics.com**](http://jackrabbitathletics.com)

[**http://gofalconathletics.com**](http://gofalconathletics.com)

ALL athletic schedules, updates, information, and content will be routed through or linked to this site. Booster club webpages must be linked to this site. Schedules must be posted to the appropriate page after approval. Game updates will take place here. Head coach or designee is responsible for posting all information in a timely fashion.

These sites are for athletic content and news as well as the promotion of FISD students. No individual or group shall be allowed to post any content on this website without explicit approval from the head coach or Department of Athletics.

## Pregame Music

**GAMETIME is the only approved pregame music and should be played via p/a prior to each game where possible.**

**Forney ISD**

**Department of Athletics**

# APPENDICES

* 1. **10 Commandments for Parents**
  2. **Spectator Expectations and Consequences**
  3. **Public Address Announcements**
  4. **FISD Injury Action Plan**
  5. **Coaches’ Performance Checklist**
  6. **Game Release Form**
  7. **FISD Drug Testing**
  8. **Overnight Travel Request Form**
  9. **Expense Flow Charts**

## 10 Commandments of Sports for Parents

* + 1. **Make sure that your child knows that win or lose, unsuccessful or heroic, that you love them, that you appreciate their efforts, and that you are not disappointed.**
    2. **Try your best to be completely honest about your child’s athleticism, competitiveness, sportsmanship, and actual skill level.**
    3. **Do not coach your child on the way to the arena, on the way home, or from the stands.**
    4. **Teach your child to enjoy the thrill of competition. Do not tell them winning does not count, because it does.**
    5. **Never try to relive your athletic life through your child. This athletic experience belongs to them. It goes by so fast.**
    6. **Do not compete with the coach. The coach wants what is best for the team and for your child.**
    7. **Do not compare the skill, courage, or attitudes of your child with those of other members of the team.**
    8. **Get to know the coaches so you can back their philosophies, ethics, and plan of attack, and so that you can support your child as a member of the school team.**
    9. **Always remember that children tend to exaggerate, both about praise and about criticism. Temper your reactions to tales of woe or heroics.**
    10. **Make a point of understanding courage and the fact that it is relative. Some climb mountains, but fear a fight. Some will fight, but tremble when a bee buzzes by. Courage is not absence of fear, but action in spite of it.**

**AND THE ELEVENTH COMMANDMENT:**

**Do not cause the coach to think about you while trying to coach your child.**

## ~ BEHAVIOR EXPECTATIONS OF SPECTATORS ~

From U.I.L.

Remember that you are at the contest to support and yell for your team, and to enjoy the skill and competition-not to intimidate or ridicule the other team or its fans.

Remember that school athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom.

A ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.

Learn the rules of the game, so that you may understand and appreciate why certain situations take place.

Show respect for the opposing players, coaches, spectators and support groups.

Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.

Recognize and show appreciation for an outstanding play by either team.

Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event (i.e. tailgating).

Use only cheers that support and uplift the teams involved.

Be a positive role model at events through your own actions and by censuring those around you whose behavior is unbecoming.

Parents and spectators should be aware that the school can (and should) remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors.

Game officials can ask that school administrators have unruly fans removed from a contest facility.

There is no such thing as a “right” to attend interscholastic athletics. Interscholastic athletics are considered a “privilege” and the spectator is expected to conduct himself or herself accordingly.

Keep in mind that you are a guest of the school, and that while winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and just plain common sense.

The school is responsible for the behavior of their spectators. The school district can be and will be punished for actions of patrons in violation of UIL standards and rules.

**Consequences:**

**Fans may be removed from a contest or arena for inappropriate behavior.**

**For persistent violations of the code of conduct, parents and/or fans may be prohibited by the Department of Athletics from attending future contests.**

**APPENDIX 4**

## Pre-Game Public Address Announcements

**Pre-Game Guidelines For Announcers**

(Approximate Time: 2 Minutes)

GOOD EVENING! WELCOME TO THIS \_\_\_\_\_\_\_\_\_\_\_\_\_ GAME BETWEEN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AND \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. THIS GAME IS BEING CONDUCTED ACCORDING TO THE RULES AND REGULATIONS OF THE UNIVERSITY INTERSCHOLASTIC LEAGUE.

REGARDLESS OF THE OUTCOME OF TONIGHT'S GAME, ALL OF THE PLAYERS HAVE PROVEN THEIR WILLINGNESS TO WORK AND SACRIFICE IN ORDER TO ACHIEVE ATHLETIC EXCELLENCE.

WE ASK THAT AS A SPECTATOR, YOU CONSIDER THE TIME AND EFFORT EACH OF THESE TEAMS, COACHES, AND ATHLETES HAVE PUT FORTH. CHEER THESE YOUNG ATHLETES, APPLAUD THEM, BUT DO NOT, THROUGH ANY OF YOUR ACTIONS,

CAUSE THEM TO DOUBT THE VALUE OF ATHLETICS.

BY YOUR CONDUCT, ALLOW THESE YOUNG PEOPLE TO FEEL PRIDE IN THEIR COMMUNITIES AND SCHOOL. WHILE YOUR SPORTSMANLIKE ACTIONS MAY PLAY ONLY A SMALL PART IN THE OUTCOME OF THIS GAME, IT WILL PLAY A GREATER ROLE IN CONTINUING TO ENCOURAGE COMPETITIVE ATHLETICS.

WE ALSO ASK THAT YOU SHOW YOUR APPRECIATION FOR THE STUDENTS WHO WILL BE TAKING PART INDIRECTLY IN TONIGHT'S GAME--THE CHEERLEADERS, THE BANDS, THE PEP SQUAD, AND THE STUDENTS WHO HAVE SUPPORTED THEIR TEAMS AT HOME AND AWAY. THESE YOUNG PEOPLE PLAY AN INTEGRAL PART IN THEIR TEAM'S SUCCESS.

THE OFFICIALS FOR THIS GAME HAVE BEEN MUTUALLY AGREED UPON BY SCHOOL OFFICIALS FOR BOTH SCHOOLS. THEIR ROLE IS NOT UNLIKE THOSE OF PLAYERS, COACHES, TEACHERS, AND SCHOOL ADMINISTRATORS. WITHOUT THEM THIS GAME WOULD NOT BE POSSIBLE. THEIR KNOWLEDGE AND APPLICATION OF THE RULES ARE A RESULT OF ANNUAL TESTING, YEARS OF STUDY, AND CONTINUAL PARTICIPATION IN CLINICS THAT FURTHER REFINE THEIR UNDERSTANDING OF THE GAME. WE ASK YOU,

AS STUDENTS, PARENTS, AND CITIZENS, TO DEMONSTRATE THE KIND OF RESPECT FOR THESE OFFICIALS YOU WOULD EXTEND TO ANY DEDICATED PERSON IN A POSITION OF RESPONSIBILITY.

THIS MEANS THAT YOU AS A FAN:

1) SHOULD NOT CRITICIZE THE PLAYERS ON EITHER TEAM,

2) SHOULD NOT BOO THE OFFICIALS,

3) SHOULD NOT HAVE ALCOHOLIC BEVERAGES ON PUBLIC SCHOOL

GROUNDS SINCE IT IS A VIOLATION OF STATE LAW,

4) SHOULD BE COURTEOUS TO THE VISITING FANS,

5) SHOULD CHEER FOR YOUR TEAM, AND

6) SHOULD SHOW RESPECT FOR INJURED PLAYERS ON BOTH TEAMS.

## In-Game and Post-Game Public Address Announcements

**The** University Interscholastic League is composed of over 7,000 elementary, junior high, and high schools who have voluntary membership. From these schools, over one million students participate in the extracurricular programs sponsored, administered, and directed by the League.

**Athletics** is not the only area of competition sponsored by the University Interscholastic League. The League will sponsor Band Contests, Choir Contests, Orchestra Contests, Academic Meets, Journalism Contests, Press Conferences, and One-Act Play Competition. These activities will involve over one million Texas students participating in elementary, junior high, and high school contests.

**Athletic** officials are seldom given the appreciation deserved. They are the persons delegated the responsibility and authority to enforce the Rules of the Game. By doing so, they provide for fairness among players and for their safety. Each year approximately 10,000 Officials register with the TASO or UIL, take the required examination, and attend Association-conducted Rules Meetings. Officials for school athletic contests are selected by the schools involved and both schools must agree to accept the officials prior to the start of the game.

**There** is rising criticism across the United States that we are losing sight of the recreational and educational values of Interscholastic athletics because of over-emphasis on competition, specialization, and professionalization. Let us remember that this contest is for the recreational and educational benefits

of High school students. One team will win and the other will lose, but the experiences should be beneficial to all.

**The** University Interscholastic League, which is sponsoring this event, is a voluntary, non-profit educational association through which some 1,339 senior high schools of Texas work cooperatively. The standards and regulations which guide this event are adopted by the schools themselves and determine the

type of program they believe to be most desirable for high school youth.

**The** high schools of Texas cooperatively adopt through the University Interscholastic League minimum eligibility standards which all students participating in this event must meet. Individual member schools have the authority to adopt higher standards which they may deem advisable for their

students. Each student participating is assured that all participants meet the same minimum standards.

**Eligibility** to participate in Interscholastic activities has been defined by the courts as a privilege to be enjoyed by meeting the standards set for that privilege by the schools individually and cooperatively through their State Associations. They have no vested right in eligibility and may represent their schools only if they meet the established standards for eligibility.

**Athletic** activities in their early days were started by students themselves primarily for the purpose of recreation. Educational values were added as schools found it necessary to exercise supervision over them. These are their primary purposes. If they cease to be recreational and educational, they can no

longer be justified as a part of the educational program. All of us should help to see that they are justified.

**District** and State Athletic Contests have several purposes, but there are two primary purposes that justify and cause District and state activities to be desirable. They are: (1) to provide opportunities to demonstrate before the public the best knowledge, skills and emotional patterns taught through a particular sport; (2) to evaluate the best that is taught in the school system in comparison with the best taught in other schools. Unless these purposes are primary, District and State Athletic Contests cannot be completely justified.

**An** athlete represents more than himself in athletic competition. He represents his team, his fellow students, his teachers, and the school community. Hence, he is expected to be an individual whose character is beyond reproach and who will make a good impression for his school.

**An** athlete is taught many things through sports in addition to the skills necessary to win the game. He learns self-control, ideals of fair play and honesty, respect for authority and for opposing players, and an appreciation of the values of athletic activities. When he learns these things, he has benefited maximumly from his athletic experiences.

**An** Interscholastic athletic program which is properly planned and administered is an asset to a community. It provides educational values and wholesome activities for all high school youth as either participants or spectators. A well-supervised athletic contest is a most worthwhile event for the entire student body and community.

**Spectators** have a responsibility while reviewing an athletic game. Their attitudes and actions influence high school youth. It is important that they display the best of sportsmanship to help instill proper citizenship, attitudes and ideals in these youth.

**One** can observe fine skills that players in this game have learned in Interscholastic athletics: However, values of Interscholastics do not end with skills. Athletic contests provide players and others an opportunity to also acquire knowledge and to learn emotional control. Our schools educate students not only "in athletics" but "through school athletics as well".

**We** who are spectators at athletic contests, watchers on TV or who listen on the radio sometimes fail to realize that there is a great deal of difference in the **purposes** of various types of athletics. Interscholastics have their primary purpose to supplement the educational program by providing experiences that will enhance the educational benefits of our youth. All other purposes are secondary.

**Coaches** and Directors of school activities are among the best trained leaders of youth. They are teachers with special abilities and training for their responsibilities. Their efforts contribute much toward the complete education of youth.

**Interscholastic** activities shall supplement the curricular program and shall provide most worthwhile educational experiences for students which will result in learning outcomes that will contribute toward development of the attributes of good citizenship. Emphasis shall be upon teaching "through school activities". Only toward this end can Interscholastic activities be justified.

## Injury Action Plan

Forney ISD Department of Athletics

Injury Action/Communication Plan

*The Forney ISD Athletic Department has the safety and well-being of student-athletes as its number one priority. The chain of communication during an emergency is vital to ensuring best-case results. There are two scenarios for injury during athletic activity when medical attention is required:*

**Scenario One:**

If an athlete is *conscious but needing medical attention* the call chain of command begins with the campus athletic trainer (AT). On the phone or on site the trainer will assess the situation and determine if EMS needs to be notified. If needed, the AT will contact EMS.

\*Priority one is immediate care of the injured athlete. Then appropriate communication should commence.

\*A coach will get the athlete’s emergency information and the AT will contact the parent/guardian and inform them of the situation. Once those steps are complete the AT will call the district AD, campus coordinator, and campus principal to update them.

**Scenario Two:**

If the athlete is *unconscious*, the coach will go through the ABC’s of first responder training.

Another coach will call 911 and provide them with the information they need to send EMS to the site. The second call should be to the campus AT to inform him or her of the situation. Once EMS has arrived and the situation is under control, the AT will follow the instructions indicated by (\*).

If a student must travel to the hospital and parents are not present an athletic staff member should accompany the student to the hospital with appropriate medical information.

**Specifics**

AT or Designated Coach

* + 1. Immediate care of injured athlete
    2. Delegation of duties to others including communications
    3. Designate someone to travel with student if going to hospital

Head Coach

1. Maintain team control
2. Stop or move practice
3. Ensure there is no interference with AT or medical personnel
4. Remove onlookers from injury site

Assistant Coach or Designee

1. Call ambulance if necessary
2. Call AT immediately
3. Give exact location of injured athlete
4. Remain available to assist AT or medical personnel

Other coaches

1. Remain available to assist
2. Offer reassurance to athlete
3. Secure injury site and remove onlookers

If Asked About Injury

Respond: “I don’t know of any details. You should speak with our athletic trainer or head coach.”

Each Day You Should Have

Student medical info; parent contact info; contact numbers for AT, Coordinator, AD, Principal; Emergency numbers; plan for delegation of duties

Each day we teach kids how to function as a team. In an emergency situation it is crucial that the athletic staff function properly together in order to maximize efficiency and prevent mistakes and miscommunications.

Thank you,



FISD Athletic Director

## Performance Checklist for Coaches

**Schedule:**

Daily Contests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly Contests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seasonal Contests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seasonal Tournaments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Wednesday Scheduling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extra Curricular Absences \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scheduling of Officials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Travel:**

Coaches’ CDL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

100 mile rule \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transportation Policy and Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Practices:**

UIL Calendar – Start and End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scrimmage Allowance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours per Week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wednesday Release \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Sunday Participation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organized and Recorded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective for Team Development \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Athletic Period Compliance:**

Coaches’ Code of Dress \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coaches’ Attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athlete Code of Dress \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athlete Attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Policy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Off-Season Requirement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Pre-Season Requirement:**

Prior-to-Season Parent Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sport Specific Information Packet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Code of Conduct for Parents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Varsity Sport Eligibility Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Absence Protocol**

Office Contacted Timely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinators Notified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties Covered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Medical Requirement:**

Yearly Physical Athlete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yearly Physical Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FISD Student Information Packet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Injury Procedures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Summer Camps:**

Scheduled with Athletic Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eligible Workers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposits through proper channels \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Coaches’ Clinics, State Events, Memberships:**

District Policy Compliance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Nominations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Inventory:**

Turned in to Coordinator and A.D. by \_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Maintenance of Equipment:**

Storage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Orders \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Maintenance of Facilities**

Proper Maintenance of Athletic Facility in Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Playoffs:**

District Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Playoff Arrangements through AD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Media and Public Announcement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Budget and Accounting:**

Athletic Policy Followed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Central Office Policy Followed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acceptable Use of Budget \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Game and Season Reporting:**

Game Report Forms Turned in By Monday Following Contest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Injuries Reported on Game Report Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Season-End Report turned in by \_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-School Participation:**

School Policies Followed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Transfer Students:**

PAPF Processed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eligibility Check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residence Check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Prior District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Foreign Exchange Students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Booster Club Protocol:**

Head Coach Responsibility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minutes and Financial Statement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UIL Booster Club Guidelines \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banquets \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Emergency Procedures:**

FISD Safety/Security Plans \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lockdown of Facilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Athletic Discipline:**

Extra-Curricular Code of Conduct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athletic Handbook Guidelines \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Level Compliance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Business Procedures:**

Requests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Meals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Comments:*

**Game Day Checklist:**

\*It is recommended that NEW HEAD COACHES create and maintain a game-day checklist, assigning tasks as necessary for campus level operations on game days.

\*This performance checklist will be also be used in professional evaluations.

**

## Game Release Form

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Sport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head Coach:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Game Release Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose for Release:

Parent/Guardian Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* Please be aware that an athlete may be released only to a parent or guardian; release may be excused only in cases of emergency, or conflict with other school event. Please complete this form and turn at least one day prior to your game if at all possible. Thanks for your cooperation in helping us build team responsibility.*

## Drug-Testing

The district shall implement a drug-testing program with the following objectives:

1. To provide a deterrent to drug/alcohol use for students in grades 7-12.
2. To require a school-approved drug education program for those students who test positive for drug/alcohol use.
3. To maximize the health and safety of students who represent the District in any competitive after school extracurricular activities and students who desire parking permit privileges.
4. To provide voluntary testing to any student enrolled at the high school with parental/student approval.

**Student and Parent Consent**

**Before a student may be allowed to participate in any competitive after-school activities and/or obtain/maintain a permit to park on campus, the student and the parent and/or legal guardian must present written consent for the testing.**

**Implementation**

Students involved in competitive after-school extracurricular activities and/or those who wish to obtain/maintain a permit to park on campus during the school year shall be randomly tested.

Screening shall be by an independent laboratory under contract with the district using accepted immunological screening procedures. All drugs detected by the screen shall be confirmed by GC/MS before being reported as a positive test. Specimens testing positive for the presence of one or more drugs shall be retested by UIA or GC/MS confirmation testing methodology that will guarantee no “false positive.”

Student admission of guilt shall constitute a positive screening. Failure to produce a test sample shall be considered a positive screening. Refusal to produce a sample shall constitute a positive screening.

Testing shall be administered by qualified personnel and professional staff. Each student randomly selected shall be required to provide a urine sample to the designee during allotted time constraints. [For further information, see policy FNF(LOCAL).

***DRUGS ELIGIBLE FOR TESTING***

Students shall be tested for the following drugs:

* Amphetamines-Speed
* Barbiturates-Sleeping Pills
* Benzodiazepine-Valium
* Cocaine
* Methamphetamines
* Methadone
* Methaqualone-Quaaludes
* Opiate-Codeine, Heroin
* Phencyclidine-PCP, Angel Dust
* Propoxyphene
* Nicotine
* THC-Marijuana
* Alcohol

For a positive nicotine result, parents will be notified. Students shall not be subject to the listed sanctions for a positive nicotine test.

***TESTING PROCEDURES AND PROTOCOL***

Competitive after-school extracurricular activities and/or those who wish to obtain/maintain a permit to park on campus shall be eligible to be tested during the entire school year. Students shall be required to submit a sample immediately upon request. All specimens shall be collected in accordance to a strict chain of custody procedure.

All positive screenings shall be confirmed by student admission and/or an additional test from a split sample which may include gas chromatography/mass spectrometry testing by an independent laboratory.

Lab personnel shall take the specimens collected to the independent laboratory for processing. The lab results shall be sent to the Health Services Coordinator. All specimens shall be identified by the student’s identification number.

***Any student refusing to be tested shall be subject to sanctions as if testing positive. Readmission to any program is contingent on the agreement to participate in the testing program and a negative test result.***

Taking into consideration that some drugs take 45-60 days to clear from the body, if a student who has tested positive for the first time successfully completes all the required District sanctions, and shows a significant continuous downward trend in drug level/creatinine ratios as graphed by the drug company, the student shall not receive sanctions on subsequent drug tests. This downward trend would demonstrate an effort on the part of the student to rehabilitate.

Any refusal to test or drug test results that, when graphed by the drug testing company, show a level or upward trend in drug level/creatinine ratios, shall constitute a positive test and sanctions shall be imposed.

***CONFIDENTIALITY***

The collection and coding of specimen samples shall be executed in a manner ensuring total confidentiality and proper identification.

Test results shall be made known to the Health Services Coordinator, Campus Principal, designee, student, and custodial parent or guardian. Other parties involved shall be notified with respect to the level of the offense.

Test results shall be destroyed when the student is no longer in school.

***SANCTIONS FOR POSITIVE TESTING***

Consequences of positive test results shall be cumulative through the student’s enrollment in middle school and shall begin anew for high school. The following disciplinary measures shall be taken for any student testing positive as defined by this policy.

***FIRST OFFENSE PROCEDURES***

For the first offense, the custodial parent/guardian shall be notified and given the opportunity to participate in a conference with the Health Services Coordinator, campus principal or designee to discuss the conditions for continued participation in competitive after-school extracurricular practices, performances, competitions, and activities, and/or parking permit privileges.

***SANCTIONS***

For the first offense, the student shall complete all the following before reinstatement:

1. The student shall be suspended from any competitive after-school extracurricular activities and/or parking permit privileges for a three-week period. During this time period, the student must attend all regularly scheduled practices or meetings but shall not participate in performances/competitions.
2. The student shall be mandatorily tested, at the parent/guardian’s expense, during the three-week period. If the results of these tests are negative, the student shall be eligible to practice and participate in performances, competitions, and/or activities, and/or resume parking permit privileges on the Monday following the end of the three-week period. If the student has a second or subsequent positive result(s) during the mandatory sequential testing that will constitute a third offense and the appropriate sanctions will be imposed.
3. Complete a school-approved drug education program and submit proof of completion to the Health Services Coordinator.
4. Complete at least 5 hours of community service and submit proof of completion on organizational letterhead to the Health Services Coordinator.
5. If the results of the sequential drug tests are negative or prove to be a negative trend then the student shall be eligible to resume participation in competitive after-school extracurricular activities, and/or parking permit privileges.

***SECOND OFFENSE PROCEDURES***

For the second offense, the custodial parent/guardian shall be notified and given an opportunity to participate in a conference with the Health Services Coordinator, the campus principal, or designee to discuss the conditions for continued participation in competitive after-school extracurricular practices, performances, competitions, and activities and/or parking permit privileges.

***SANCTIONS***

For the second offense, the student shall complete all the following before reinstatement:

1. Be suspended from all competitive after-school extracurricular activities and/or parking permit privileges for 180 calendar days. Complete a school-approved drug education program and submit proof of completion to the Health Services Coordinator.
2. The student shall be mandatorily tested, at the parent/guardian’s expense, during the 180 calendar day period. If the results of these tests are negative, the student shall be eligible to practice and participate in performances, competitions, and/or activities, and/or resume parking permit privileges on the Monday following the end of the 180 calendar day period. If the student has a second or subsequent positive result(s) during the mandatory sequential testing that will constitute a third offense and the appropriate sanctions will be imposed.
3. Complete at least 20 hours of community service and submit proof of completion on organizational letterhead to the Health Services Coordinator.

***THIRD OFFENSE PROCEDURES***

Custodial parent/guardian will be notified and given the opportunity to participate in a conference with the Health Services Coordinator, the campus principal, or designee to discuss the conditions for continued participation in competitive after-school extracurricular practices, performances, competitions, and/or activities and/or parking permit privileges.

***SANCTIONS***

For the third offense, the student shall be suspended from all competitive after-school extracurricular activities and/or parking permit privileges for a period of one calendar year from the date of the confirmation of the third positive test.

1. The student shall complete 50 hours of community service and submit proof of completion on organizational letterhead to the Health Services Coordinator.
2. The student shall be mandatorily tested, at the parent/guardian’s expense, during the one-year suspension period. If the student has a second or subsequent positive result(s) during the mandatory sequential testing that will constitute a fourth offense, appropriate sanctions will be imposed.
3. The student will remain in the pool for random drug testing selection for the one calendar year suspension and will be subject to random testing at any time during that period. In order to be eligible for reinstatement at the end of one calendar year, the student must not have a positive drug test during that period.

***FOURTH OFFENSE PROCEDURES***

For the fourth offense, the student shall be suspended from all competitive after-school extracurricular activities and/or parking privileges for the remainder of his/her secondary school career.



## Overnight Travel Information

**and Travel Request Form**

School and Varsity Team Requesting Trip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific Purpose of Trip:

Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_One Way Mileage from Forney: \_\_\_\_\_\_\_\_\_\_\_

Place of Lodging: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Method of Transportation if Other Than FISD School Bus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure Place and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Estimated Return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students Traveling- Girls: \_\_\_\_\_\_\_ Boys: \_\_\_\_\_\_\_ Adults – Males: \_\_\_\_\_\_\_ Females: \_\_\_\_\_\_\_\_

Name of School Coach in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Additional School Staff Attending as Chaperones:

Estimated Cost and Funds Used for Travel:

Transportation:

Lodging:

Meals:

*Please note and be prepared to discuss:*

*Educational value of trip. Ability or lack of ability to provide similar activity in the district. Number of students attending. Cost of trip. Proposed method of raising funds to travel. Amount of time away from school; individual classes missed by traveling students and potential effect on status. Teacher release time. Supervision and security assurances.*

*Issues of which to be aware and communicate to parents:*

*\*See above. \*Student luggage may be inspected prior to departure and at any time during trip. \*Any student found to be in possession of alcohol or any controlled substance will be left home if determination is made prior to departure. After departure, student will be subject to arrest and may be sent home at parents’ expense. \*Students will obey all civil laws and regulations in addition to the FISD Extracurricular Code of Conduct. \*Students will be given a curfew and will not disturb other guests at the place of lodging. \*Chaperone will travel with medical releases and documents. \*In the event of injury of a student the chaperone will seek immediate medical attention and contact parents. \*Any student in violation of these expectations or who misrepresents Forney ISD may be sent home at parents’ expense and will be subject to further disciplinary action by t*

## STUDENT TRAVEL EXPENSE PROCESS

Coach estimates expenses

(Ex: # of students traveling x $ per meal)

Coach completes FISD travel request form – Submits to Campus Athletic Secretary

If Approval is Granted, A Check is Cut in Proper Amount to Coach

Coach has students sign for cash received. Coach Returns any unused portion.

Note: Please see an example of the travel request form in this handbook.

*UNDER NO CIRCUMSTANCES should an order be placed with a vendor until a purchase order number is assigned.*

**FISD ATHLETIC PURCHASING FLOW CHART**