KINGSVILLE
INDEPENDENT SCHOOL DISTRICT

BRAHMA ATHLETIC HANDBOOK
FOR COACHES, PARENTS & ATHLETES

2013-2014 EDITION
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A. INTRODUCTION

MISSION STATEMENT

The mission of the Kingsville Independent School District is to graduate responsible and productive citizens who are college and career ready.

VISION STATEMENT

The vision of the Kingsville Independent School District is to become the best district in the United States.

I. FORWARD

This coaches’ manual contains the basic procedures that guide the operation of the Kingsville Independent School District Athletic Department. All personnel associated with the Athletic Department should read and study this guide in order to administer their specific aspect of the overall program in a proficient and proper manner.

II. STATEMENT OF PURPOSE

The purpose of any school district is to provide an educational system for the residents of that school district. The Kingsville Independent School District takes great pride in the quality of education afforded the children within its boundaries. The athletic department of the KISD takes great pride in its role as a part of the education provided by the KISD.

The athletic department recognizes that its primary purpose is to enhance the educational opportunities of the children of the school district. The athletic department is proud of the accomplishments of the athletic teams which are successful in their competitive areas. The athletic department is also very proud of the intangible areas of students’ success, such as learning the meaning of hard work, discipline, the need for personal sacrifice for the team, and many other things that are important to the well being of a person and society as a whole.

The patrons of the school district should realize that the athletic program exists for the enhancement of education first, and that developing great teams and players is not the primary purpose for its existence. The patrons should also realize that athletics is a privilege provided by the constituency of the school district, and that athletics is not a required course of study for graduation.

The KISD athletic program is designed for young people who are willing to put in the time and effort to make the necessary sacrifices to be part of the program. Parents of athletes should understand that they also will be required to make sacrifices in order for their children to be able to participate.
If participation in athletics is to be a positive experience for the participants a great deal of cooperation is required from the student, parents, coaches, administrators and the school district as a whole.

III. OBJECTIVES AND STANDARDS FOR ATHLETES

School athletics has a tremendous potential for meeting the needs of our youth. An intensive, well-balanced program of interscholastic sports should therefore be offered to all students. Interscholastic athletics for the physically gifted represents an area of great potential for practicing the pursuit of excellence.

It is therefore the goal of the athletic program to offer the opportunity of participation for every student who has the ability and desire to participate. However, no student is obligated to take part in athletics, nor is participation in athletics required for graduation. It is stressed that participation is a privilege, not a right. Since it is a privilege, the coach has the authority to revoke the privilege when behavior expectations are not met. The athletes will know what they can do and what they cannot do. They will realize that the school wishes him/her to reach the highest possible achievement level, in education, interscholastic athletics and in their own life.

The following areas are judged to be of significant importance in the establishment of the type of athletic program necessary to achieve objectives as mentioned above:

BEHAVIOR:
Proper dress and appearance, personal hygiene and good grooming

CITIZENSHIP:
Exemplary conduct, on and off school campus
Adherence to school and community rules
Respect for individuals and property
Appreciation for academic achievement and scholarships
Patriotism

TEAM RESPONSIBILITY:
Common goals and group loyalties
Subordination of self-interest to team values
Self-discipline and personal sacrifice for team goals

IV. EDUCATIONAL AIMS OF THE ATHLETIC PROGRAM

A. Coaches will motivate athletes to:
   1. Acquire self discipline and control.
   2. Accept imposed discipline.
   3. Think for themselves.
   4. Work with others for the common cause.
5. Play the game fair and within the rules.

6. Acquire self-confidence under pressure and a sense of values for later life.

B. For programs to be successful we must have, on the part of coaches and players, these ingredients:

1. Appropriate level of enthusiasm and morale.

2. Discipline

3. Loyalty

4. Conditioning

B. ATHLETIC DEPARTMENT ADMINISTRATIVE ORGANIZATION

I. ADMINISTRATIVE ORGANIZATION OF ATHLETIC DEPARTMENT

A. ATHLETIC DIRECTOR

1. Director of the athletic program assumes responsibility for all athletic coaches in the district and their assignment in regard to promotion of the overall program.

2. Responsible to Chief of Support Services for financial services.

3. Responsible to the Superintendent of schools.

B. HEAD COACH OF EACH SPORT

1. Responsible for his or her particular sport and assistant coaches under his or her direction.

2. Responsible to Principal and Athletic Director.

C. MIDDLE SCHOOL COORDINATOR

1. Responsible for coordination of athletic programs and supervision of coaching personnel in his/her school.

2. Responsible to Principal and Athletic Director

D. ASSISTANT COACH HIGH SCHOOL AND MIDDLE SCHOOL

1. Responsible to head coach of his/her sport, Athletic Coordinator/Director, and Principal.
E. **ATHLETIC TRAINER**

1. Works with Head Coach of each sport as assigned by Athletic Director.

2. Responsible to the Principal and Athletic Director.

F. **PROCEDURE FOR HANDLING ATHLETIC REQUESTS AND PROBLEMS**

1. All coaches shall initiate each request or discussion of a problem pertaining to athletics with the Athletic Director.

II. **CHAIN OF COMMAND**

A. **BOARD OF EDUCATION**

The Board of Education, responsible to the people, is the ruling agency for the Kingsville Independent School District. It is responsible for interpreting the needs of the community and requirements to the professional organization. Additional responsibilities include: 1) developing policies in accordance with state statutes and mandates for the educational needs and wishes of the people; 2) approving means by which professional staff may make these policies effective; and 3) evaluating the interscholastic athletic program in terms of its value to the community.

B. **SUPERINTENDENT OF SCHOOLS**

The Superintendent is responsible for administering the schools according to adopted policies of the Board of Education, rules and regulations of the State Department of Education, and in accordance with UIL rules and Texas school codes. It is his/her duty to establish a definite school athletic policy and to have an understanding of that policy. The Superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions and businesses.

C. **HIGH SCHOOL PRINCIPAL**

The Principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic events on the high school campus. By delegation and by established precedent, the school Principal is the official school representative in dealing with the UIL matters pertaining to that school.

D. **ATHLETIC DIRECTOR**

The Athletic Director is directly responsible to the Superintendent. The primary responsibility of the Athletic Director is the administration and supervision of the interscholastic athletic program in the high schools and middle schools. The duties will be those described in his/her job description and any others as designated by the Superintendent. He/she will provide the leadership necessary for the day-to-day operation of the athletic department. The Athletic Director will represent the school district as a member of the UIL district executive committee.
E. HEAD COACHES
All head coaches shall be responsible to the Athletic Director for the total operation of their respective sports programs. Head coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. Head coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches’ job description, and/or any duties delegated by the Athletic Director or Principal.

III. DEFINITION OF THE ADMINISTRATIVE CHAIN

A. SUPERINTENDENT OF SCHOOLS
1. Ultimately responsible for all phases of the public school program.

2. Delegates his or her authority for the administration of the interscholastic athletic program through the high school Principal and the Athletic Director.

B. HIGH SCHOOL PRINCIPAL
1. Responsible for all activities affecting students on his or her school campus.

2. Closely involved with the operation of the athletic program.

3. Coordinates the athletic program with the Athletic Director.

C. ATHLETIC DIRECTOR
1. Directs the operation of the athletic program and is responsible for:
   a. Schedules
   b. Transportation
   c. Obtaining officials for games
   d. All schedule changes

2. Supervises all coaches as their assignment pertains to athletes.

3. Evaluates the athletic program and athletic staff.

4. Prepares the athletic budget.

D. COACHES
1. Represent the school in interscholastic activities.
2. Work within the framework of the goals of the school system, the policies and procedures of the department of athletics, and the regulations of the 31-3A Conference and the UIL.


4. Select teams fairly.

5. Consider athletics as part of the total educational program, encouraging athletes to work to their maximum ability in both academics and sports.

6. Exhibit proper and exemplary behavior at all times.

7. Are entirely responsible for the guidance of students in their charge.

C. SPORTSMANSHIP & ETHICS

I. CODE OF ETHICS

A. KISD CODE OF ETHICS FOR COACHES
   1. Each coach will adhere to school district policy regarding athletic business.

   2. Coaches will adhere to all UIL rules in both letter and spirit.

   3. Coaches will support all administrative decisions regarding policy and regulations pertaining to the athletic department.

   4. Coaches will keep all differences of opinion among coaches confidential and not discuss sensitive issues in public.

   5. Coaches will not discuss issues pertaining to an athlete among the athlete’s peers.

   6. Coaches will not place the value of winning above the well being of the athletes or above the ideals of proper character.

   7. Coaches will conduct themselves in such a way as to maintain integrity and dignity of the KISD and the coaching profession.

   8. Coaches will strive to improve professional status and effectiveness through participation in local, state and national organizations, coaching clinics, in service workshops, etc.

B. NATIONAL FEDERATION INTERSCHOLASTIC COACHES ASSOCIATION CODE OF ETHICS
   The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes will be treated
as though they are members of the coach’s families, and their welfare
should be of primary concern at all times.

**The coach** must be aware that he or she has a tremendous influence, either
good or bad, in the education of the student athlete and, thus, shall never
place the value of winning above the value of instilling the highest
desirable ideals of character.

**The coach** must constantly uphold the honor and dignity of the profession.
In all personal contact with the student athlete, officials, athletic directors,
school administrators, the state high school athletic association, the media,
and the public, the coach shall set an example of the highest ethical and
moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and
tobacco abuse and under no circumstances should condone their use.

**The coach** shall promote the entire interscholastic program of the
school and direct his or her program in harmony with the total school
program.

**The coach** shall be thoroughly acquainted with the contest rules and is
responsible for their interpretation to team members. The spirit and letter
of rules should be regarded as absolute values.

**The coach** shall not try to seek an advantage by circumventing of
the spirit or letter of the rules.

**Coaches** shall actively enhance sportsmanship among spectators, and by
working closely with cheerleaders, the drill team sponsors and booster
clubs and administrators.

**Contest officials** shall have the respect and support of the coach.
The coach shall not indulge in conduct which will incite players or
spectators against opponents or officials. Public criticism of officials
or players is unethical.

**Before and after contests,** rival coaches should meet and exchange
friendly greetings to set the correct tone for the event.

**A coach** shall not exert pressure on faculty members to give student
athletes special consideration.

## II. SPORTSMANSHIP EXPECTATIONS

### A. SPORTSMANSHIP EXPECTATIONS FOR COACHES

Kingsville ISD Athletic Department is committed to teaching young people
the value of good sportsmanship. The athletic department expects all
coaches to adhere to this commitment and to practice good sportsmanship at
all times.
1. Coaches will allow their student athletes to see good sportsmanship applied in practice and games.

2. Coaches will maintain poise and self-control under game pressure.

3. Appropriate language and body language will be beneficial in maintaining good sportsmanship in game situations.

B. SPORTSMANSHIP EXPECTATIONS FOR FANS

1. Coaches can make a difference by promoting good sportsmanship.

2. A coach may talk about his/her expectations for good sportsmanship at pre-season parent meeting.

3. Booster clubs can promote positive enthusiasm for teams.

4. Abusive behavior by fans, workers and/or officials will not be tolerated in KISD contests.

5. Booster club and/or coach needs to educate fans of the UIL rules concerning crowd behavior at athletic contests.

The University Interscholastic League is the governing body for public school interscholastic competition in Texas. Below are excerpts from the UIL Constitution and Contest Rules.

III. THE UNIVERSITY INTERSCHOOLASTIC LEAGUE CODES

From UIL Constitution and Contest Rules - Subchapter C. – High School Athletic Plan

A. Section 1200: PURPOSE OF HIGH SCHOOL ATHLETICS

1. To assist, advise and aid the public schools in organizing and conducting interschool athletics;

2. To devise and prepare eligibility rules that will equalize and stimulate wholesome competition between schools of similar size, and reinforce the curriculum;

3. To regulate competition so that students, schools, and communities can secure the greatest educational, social, recreational and aesthetic benefits from the contests;

4. To reinforce the concept to all participant schools that athletics is an integral part of the educational program;

5. To preserve the game for the overall benefit of the contestant and not sacrifice the contestant to the game;
6. To promote the spirit of good sportsmanship and fair play in all contests;

7. To promote among the players, schools and communities a spirit of friendly rivalry and a respect for the rules; and

8. To forward the concept of accepting decisions of sports officials without protest and treating officials as co-partners in the educational process of competition.

9. To provide rules and regulations designated to promote and ensure the health and safety of all participants.

B. Section 1201: ATHLETIC CODES

The Athletic Code and the Athletic Code for Coaches carry the force of rule. Member school districts, participant schools and/or covered school district personnel who violate any of the provisions of these codes will be subject to penalty.

Athletic Code

1. Play the game in the spirit of fairness and sportsmanship, observing all rules, both in letter and intent.

2. Coach and sponsor the teams and individuals without resorting to unethical tactics, trickery which attempts to skirt the rules, or any unfair tactic which detracts from sound educational principles.

3. Accept decision of sports and school officials without protest, and without questioning their honesty or integrity, and extend protection and courtesy to sports officials from participants, school personnel, and spectators remembering that officials are guests.

4. Regard opponents as guests, putting clean play and good sportsmanship above victory at any cost. Win without boast and lose without bitterness. Victory is important, but the most important thing in sports is striving to excel and the positive feelings it fosters between those who play fair and have no excuse when they lose. The development of recreative aspects and positive human relations should be stressed in all competition.

5. Remember that conduct that berates, intimidates, or threatens competitors, based on gender or ethnic origin, has no place in interscholastic activities.

6. Provide information or evidence as soon as possible regarding eligibility of any contestant or school to your local school administration, then to the proper district executive committee. To withhold information is considered dishonorable and contrary
to good sportsmanship. Schools guilty of violating this section may subject themselves to penalties as described in Sections 27 and 29, including disqualification from district honors in the germane activity. Covered school district personnel guilty of violating this section may be subject to the range of penalties as described in Sections 27 and 29.

7. Do not recruit or entice any student to attend and participate at your school. Any inquiries from students outside your school district or from another high school in a multiple-high school district should be directed to the school superintendent or high school principal.

All coaches in Kingsville ISD are expected to adhere to the University Interscholastic League Athletic Code for Coaches.

B. ATHLETIC CODE FOR COACHES

1. Being aware of, understanding, and following all rules governing the competition for which the coach is responsible.

2. Informing one’s immediate supervisor in writing the next school day after a contest if ejected from that contest for unsportsmanlike actions, or, in football, if given two 15 yard unsportsmanlike penalties during one contest knowing that such conduct requires automatic penalty.

3. Treating athletes based on what is best for the education, general welfare, and health of the student.

4. Professional loyalty to other coaches.

5. Not removing a team from a contest as a protest.

6. Adhering to in season and out of season practice regulations.

7. Adhering to policies, which do not force athletes to specialize or restrict them from participation in other sports.

8. Allowing students to participate in one school sport without requiring, as a prerequisite, participation in another school sport.

9. Abstaining from any practice which would bring financial gain to the coach by using a student’s participation in a camp, clinic, league, or other non-school athletic event, such as a rebate for each player sent to a particular camp or from each player using a particular product. Coaches shall not charge a fee for private instruction to student athletes during the school year. The restriction on charging fees for private instruction applies only to those students who are:

   a. in grade 9-12;

   b. from the coach’s attendance zone; and
c. participating in the sport for which the coach is responsible.

10. Abstaining from any practice that makes a student feel pressured to participate in non-school activities.

11. Avoiding any coaching practice which would endanger the welfare or safety of any player.

12. Emphasizing the academic progress of all participants by a regular, documented check of their academic standing, both in season and out of season.

13. Scheduling games and practices to avoid unnecessary loss of study or class time.

14. Utilizing the best and most current teaching, coaching, and training methods through affiliation with professional associations and publications.

15. Abstaining from any practice that solicits teachers to modify a participant student’s grade for eligibility purposes.

16. Avoiding any actions that encourage, condone, or tolerate the use of performance enhancing drugs by any student athlete.

17. Emphasizing a chemical awareness program that informs and educates students of the damaging effects of anabolic steroids.

18. Disclosing to opposing schools any known conflict of interest with an assigned sports official prior to a contest.

D. EMPLOYEE INFORMATION

I. RESPONSIBILITIES OF COACHES

All Coaches in the KISD are expected to know and understand all UIL rules governing the sport they coach. It is the coaches’ responsibility to make sure athletes and parents are aware of UIL rules and the possible consequences for violation of the rules.

To be called a “Coach” is an honor and a privilege. Along with this privilege come several responsibilities. Below you will find outlined the basic responsibilities of a coach as generally accepted by society and by court cases which have helped to define these expectations.

A. THE RESPONSIBILITY OF SUPERVISION – Includes general supervision of all areas and activities and specific supervision of athletes engaged in the athletic contest.
1. Develop and adhere to a well organized plan even when the areas are not in use. The following areas should be supervised or secure at all times.

   a. Gyms
   b. Locker rooms
   c. Shower rooms
   d. Weight rooms
   e. Training rooms
   f. Storage areas
   g. Playing fields

2. Reasonable care must be exercised in the supervision of athletes while they are engaged in athletic contests. This includes proper instruction before practices on how to perform the activity as well as how not to perform the activity. Careful observation of activity is needed to prevent unsafe actions by the team or unsafe actions beyond the scope of the individual athlete’s abilities. The coach should know the background and experience level of each athlete as well as past or present disabilities. The coach should match athletes to whatever extent is feasible to minimize the likelihood of injury due to mismatch of size, weight, or ability. Coaches cannot be an absolute guarantor of the safety of those within his or her sport, but are expected to exercise reasonable care. **Documentation is an absolute must.**

B. **THE RESPONSIBILITY OF INSTRUCTION** - Coaches are responsible for providing reasonable technique instruction and adequate skill training to athletes before they engage in athletic activity. Failure to do this is called educational malpractice. Court cases have identified four distinct components of the duty to instruct.

   1. Coaches must be qualified to teach his/her particular sport. Qualifications include: educational background and related to sport, continuing education relating to sport, clinics attended, and experience teaching the sport. **Documentation is required.**

   2. Athletes must be taught the basic nature of the sport, rules of the game and proper techniques for performing the sport. Technique instruction should include how to and how not to perform the technique. Actual demonstration of proper technique should be provided along with verbal instruction.

   3. Coaches must identify and clarify the risks which are inherent in any aspect of the sport. Athletes must be given a full and complete disclosure of all the risks involved in a sport. **The duty is to warn athletes of risk.**

   4. Coaches must explain all safety precautions to be observed while performing a particular sport. The duty is to instruct is one of reasonable care.
C. **THE RESPONSIBILITY TO PROVIDE ADEQUATE WARNINGS** – Liability for failure to warn is the most prevalent allegation in sports injury litigation.

1. Inherent risks are those which are typically encountered in a sport.

2. A player must have full comprehension of the risks. Most school districts, including KISD, have a waiver of liability that states the athlete and/or parent assume the risk of injury and waive rights against the school and coach.

3. Waivers are useful in terms of documenting the communication to the athlete of all specific dangers of the sport.

D. **THE RESPONSIBILITY TO PROVIDE A SAFE PLAYING ENVIRONMENT**

   Coaches need to provide a full duty of care to his or her athletes. Full duty of care means that coaches need to inspect premises and discover any dangers to the athlete. Five aspects of the duty to provide a safe playing environment; Selection and setup of safe playing environment in a facility or grounds to be used for a particular activity and selection of equipment is necessary for operation of facility.

   1. Comply with city, county, or state safety building laws.

   2. Inspection of facilities should be done on a planned and regular basis.

   3. Have an organized plan of preventative and corrective maintenance.

   4. Take measures to protect spectators, game officials, and others from unreasonably dangerous conditions.

   5. Take measure to insure safety of athletes during inclement weather or dangerous climatic conditions. **Lightning Detector:** There is a lightning detector on each campus for outside sports. Coaches should use lightning detectors to aid in making decisions concerning outdoor games and practice.

E. **THE RESPONSIBILITY TO PROVIDE PROTECTIVE ATHLETIC EQUIPMENT**

   The protective equipment referred to here is the equipment worn or used by the athlete, not equipment required for the operation of the playing area. Duty to provide does not mean the school must buy equipment, but can require the athletes to provide their own protective equipment. The coach will make sure that the athlete understands the proper use of equipment such as the proper position of a knee brace. Inspection and repair is of utmost importance in the care of protective gear.

   1. List of protective equipment (may not be all inclusive).
      a. Helmets
      b. Mouthpieces
c. Protective eye wear
d. Adequate footwear
e. Safety mask

F. THE RESPONSIBILITY OF MATCHING & EQUATING ATHLETIC PARTICIPANTS
The coach must exercise reasonable care in matching athletic participants for practices, and other competitive situations. Five basic types of potential mismatches should be considered when equating athletic participants.

1. Size
2. Age
3. Gender
4. Skill/Experience
5. Incapacitating conditions

G. THE RESPONSIBILITY TO EVALUATE PLAYERS FOR INJURIES, LACK OF PHYSICAL CONDITIONING AND OTHER PHYSICAL INCAPACITIES
There is a need to exercise reasonable care to ascertain whether an athlete is physically prepared to play. Players need to be evaluated for injury, lack of physical conditioning, and physical, mental or emotional problems that will have a negative effect on participation. Areas of evaluation listed below should be observed.

1. Physical ability to perform.
2. Physical examination – each student athlete in 7th grade or above must have a physical examination every year.
3. Injury evaluation is the responsibility of coaches/athletic trainer – not a student trainer.
4. Returning to action after injuries requires a doctor or trainer release. Written documentation is a safety net.

H. THE RESPONSIBILITY TO PROVIDE MEDICAL ASSISTANCE
Coaches are held to a standard of “Reasonable Care.”

1. “Reasonable Care” means coaches are held accountable for administering first aid until qualified medical personnel arrive. Coaches are required to be more knowledgeable concerning first aid procedures than the average citizen.
2. A coach has the duty to activate the emergency medical procedures that have been set in place for an injury situation in order to summon qualified medical assistance. This plan needs to include the following:

   a. The fastest method to call for medical assistance
   b. Transportation of an injured player
   c. Description of injuries and player’s condition
   d. First aid applied
   e. Name and address of injured player
   f. Parents or guardian notified

I. THE RESPONSIBILITY TO PROVIDE SAFE TRANSPORTATION

All states have enacted legislation relating to the transportation of students.

1. Coaches are not liable for injuries resulting from a negligently maintained or operated charter bus.

2. School owned buses comply with all federal and state statutes, and school district regulations governing such vehicles. The driver of school owned buses has adhered to state law by obtaining the correct licenses. This is the safest method to transport athletes. The recommendation in the KISD Coaches Handbook is to take the athletes to and from contests in school owned vehicles.

3. Personal vehicles owned by coach. Coach assumes all responsibilities when personal vehicles are used to transport athletes. The coach needs to have a written request/waiver of liability from parents of athletes before athletes can be transported in coaches’ vehicles. This is also required for the use of parents’ vehicles in transporting students.

J. THE RESPONSIBILITY OF PLANNING

Planning is the threshold duty of all personnel and should precede every activity in the program. A coach is negligent when there is an absence of planning, improper or poor planning, or where there was a failure to adhere to an established plan. Coaches’ plans need to include the following:

1. A comprehensive plan for all the schools athletic programs.

2. Develop a sport-specific plan for each sport coached and outline the precise means by which they are going to fulfill all of their legal duties to the student athlete. Revising and updating sport plans should be done at least twice a year, (1) before practice begins and (2) after the season ends.

3. All athletic plans should be in writing.

     **Season plans should be developed by head coach.**

1. Each head coach develops a season plan.
2. Steps to develop a season plan.
   a. Establish instructional goals.
   b. Select the subject matter to be taught to achieve each goal.
   c. Organize the subject matter for instruction.
   d. Evaluate athletes’ pre-season skills and knowledge.
   e. Plan practices.

Practice plan guidelines.

1. For each goal in the season plan, the coach selects a practice day to teach each item under that goal.

2. The following are basic elements of a practice plan.
   a. Date
   b. Practice objective
   c. Equipment needed
   d. Practice activities
   e. Warm-up
   f. Practice of previously taught skills
   g. Teaching and practice of new skills
   h. Practice under competitive conditions
   i. Cool-down
   j. Coach’s comments
   k. Evaluation of the practice

3. Coaches will place plans in a binder and/or notebook for record keeping purposes. Suggested guidelines for practice should include the following:
   a. Plan only one or two practices ahead. Previous practices need to be assessed before continuing.
   b. Practices must adhere to UIL Rules and starting dates, holiday practices, exams, and TAKS test.
   c. Inform students each day of the length of practice for the next day so parents will know when to pick up student or expect student home.
   d. Provide frequent water breaks.

K. RESPONSIBILITY TO PROVIDE A PLAYER’S HANDBOOK
All Coaches will conduct a parent meeting before the start of the season. Player handbooks need to be given out at this time. These handbooks must be approved by the Athletic Director before disseminating. (See Player Handbook Checklist under Addendums)
II. LEGAL CONSIDERATIONS AND ISSUES

Coaches need to be aware of the liability for violating the civil rights or constitutional rights of student athletes. Schools have a broad regulatory and disciplinary authority over students. The authority of a school or coach to make decisions regarding a student athlete’s private or personal life is limited. Federal laws supersede state laws. Most common issues regarding the rights of athletes are listed below.

A. DEFAMATION
Defamation is to intentionally damage a person’s reputation by a false statement about the person. Potential liability exists each time a coach makes a statement about a student athlete to a third party.

B. INVASION OF PRIVACY
Invasion of privacy occurs when there are statements made, even ones that are true, which intrude into purely private matters about a person. The recommendation of the athletic office is to never talk about an athlete to anyone except that athlete’s parents. The Family Education Rights and Privacy Act mandates confidentiality regarding certain student information, including grades, health records, and biographical material. The safest course for coaches is to exercise extreme caution in making statements about athletes. Coaches should exercise caution when disclosing information about disciplinary action taken against students.

C. DISCRIMINATION
Discrimination on the basis of gender, race, religion, ethnic origin, handicap, or disability should never be an issue. The duty to match and equate athletic participants has to do with gender and the Title IX limitations. Participation in athletics by handicapped or disabled students deals with the duty to evaluate players for injury or other incapacitating conditions; so the key is to determine if the disabled individual meets essential eligibility requirements to safely participate. A student with a disability or handicap may be excluded from participation only on the same basis by which the other students would be excluded. There should never be any discrimination on the basis or race, religion or ethnic origin in regard to decisions as to eligibility of the athletes, nor in disciplinary measures nor in the selection of the team.

D. NEGLIGENCE
Four criteria must be present when assessing whether negligence has occurred in a particular case.

1. DUTY – Legal duty which is owed by the school and athletic personnel to the student athlete. These categories of duties which the courts have concluded are owed to student athletes have been covered in the previous pages.

2. BREACH OF DUTY – Whether the school and its athletic personnel have failed to fulfill their specifically defined legal
duties under all circumstances. School and athletic personnel are not required to be absolute insurers of safety for student athletes. Reasonable care is the standard – as long as reasonable efforts are made and documented – courts generally find no breach.

3. **CAUSATION** – Whether the alleged breach of duty was actually responsible for the injuries sustained by the student athlete. Questions that need to be answered;

   a. Would the injuries have occurred anyway?
   b. Is breach of duty the primary cause?
   c. Was there negligent behavior by some third party?
   d. Was there negligent behavior by the student athlete?

4. **DAMAGE OR LOSS** – There was actual damage or loss resulting from the failure to perform a duty.

**E. SCHOOL PRAYER**

Prayer in schools must be in compliance with federal law and school district policy. The KISD policy on prayer states that a student has an absolute right to individual, voluntary, and silent prayer or meditation in school in a manner that does not disrupt instructional or other activities of the school. A person may not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

**III. GENERAL COACHING TECHNIQUES**

Use sound and acceptable teaching practices.

Run well-organized practice sessions.

Complete pre-season planning well in advance of starting date.

Adhere to highly efficient and technically sound program of injury prevention. When injuries occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents. (Establish an emergency plan)

Construct a well-organized game plan.

Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.

Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation staff and others similarly involved in overall program.

**A. SHARING ATHLETES**

Athletes are encouraged to participate in multiple activities. Therefore coaches are expected to work with these athletes and allow
them flexible schedules. Coaches will not attempt to persuade any athlete to choose one sport instead of another. If the Head Coaches over the two sports where a conflict occurs cannot agree, all conflicts will be resolved by the Athletic Director.

B. SAFE PLAYING ENVIRONMENT
Coaches are responsible for maintaining a safe environment for student athletes in practices and contests.

Coaches will adhere to accepted standards of safety which include:

a. Conducting safe practices in safe environment.
b. Warning athletes of risk associated with sports.
c. Remove hazardous equipment.
d. Adapting to environmental/weather hazards.
e. Meeting other responsibilities for maintaining safety of athletes.

COACHES ARE EXPECTED TO EXHIBIT A HIGH DEGREE OF COACHING PROFICIENCY
Coaches are responsible for following accepted guidelines for team management which includes:

a. Having or developing an adequate knowledge of their sport.
b. Being prompt for all meetings and practices.
c. Being enthusiastic while using good instructional technique and proper teaching methods which involve all athletes.
d. Using practice time effectively by developing good practice plans and maintaining records of each practice.
e. Being responsible for using appropriate language while dealing with athletes.
f. Establishing rules for athletes which provide consequences for negative behavior.
g. Have the ability to deal with conflict effectively.
h. Developing effective game plans and procedures to allow students the opportunities to be successful.
i. Allowing athletes to develop leadership skills and allow athletes to ask questions and have input in program.

COACHES ARE RESPONSIBLE FOR PERFORMING THEIR DUTIES IN A PROFESSIONAL MANNER
Coaches will exhibit the qualities of a competent administrator. Coaches will exhibit the behavior and practices that are in keeping with their assignment as a professional employee:

Administrative and professional expectations of coaches include:

a. Attending appropriate meetings including rules and district meetings.
b. Submitting all required paperwork on time including eligibility forms, physicals, parent permission form, transportation request, equipment inventories, purchase order requests, schedules, etc.

c. Conducting effective pre-season meetings with parents and athletes.

d. Establishing individual and team goals that are based on performance and improvement.

e. Distributing, collecting and caring for uniforms and equipment.

f. Displaying professional behavior which includes good organizational practice, compliance with all District, UIL, State, Federal, and campus regulations or laws, following chain of command, accepting decisions of supervisors without complaining, keeping supervisors properly informed.

g. Establishing effective communication with media for the purpose of reporting game results and team and individual accomplishments, and should develop methods for recognizing team and individual accomplishments.

COACHES ARE EXPECTED TO DISPLAY PERSONAL QUALITIES CONSISTENT WITH A PROFESSIONAL EMPLOYEE

Personal behavior expectation;

a. Coaches will display a pleasant, enthusiastic attitude.

b. Coaches are responsible for being dressed in a manner appropriate with their assignment.

c. Coaches grooming should meet campus standards.

d. Coaches are expected to exhibit support to supervisors, school district administration and to other staff members.

IV. JOB DESCRIPTION FOR ATHLETIC COACH

QUALIFICATIONS
* Bachelor’s Degree
* CPR & First Aid Certified
* Valid State Teacher’s Certificate
* CDL License/Certified Bus Driver
* Teaching/Coaching Experience Preferred

REPORTS TO
Campus Principal and Athletic Director

SUPERVISES
Athletes, Assistant Coaches, if applicable, and appropriate facilities used for the sport assignment.
JOB GOALS
To prepare athletic teams for interscholastic competition in a safe and professional manner.
To provide leadership, coordination, and innovation so that each athlete may derive maximum benefit from the athletic program.
To provide leadership directed at making the athletic program a vital part of the education of the students involved.

JOB DESCRIPTION
Conducts safe practices in safe environment, warns athletes of inherent risks of activities, provides proper warm up and stretching before practice or contest, supervises all athletes appropriately in practice and dressing rooms, corrects athletes exhibiting hazardous behaviors, uses caution when matching athletes for appropriate size and skill level, adjusts practices or contests to skill and interest level of athletes, develops adequate conditioning for physical fitness in athletes, conducts practices using safe skill progression with proper sequence of activities, provides adequate water breaks, provides proper training before athletes are placed in competitive situation, attends to injured athletes quickly and appropriately, supervises athletes not actively involved in practice or contest (injured, ineligible, etc.), follows recommendations of trainers and physicians, meets other responsibilities for safety.

Starts practice or contest on time, uses good instructional techniques, displays enthusiasm, provides for adequate demonstration of techniques, provides positive feedback to athletes, corrects athletes mistakes in humane manner, involves all athletes in constructive activity, develops, follows and maintains adequate records of practice plans and other important documents, uses practice time effectively, uses appropriate language in practices or contests, interacts with athletes in professional manner, provides athletes feedback on progress, provides opportunities for all athletes to reach their potential, provides consequences for negative behavior, provides variety of approaches, activities for skills and drills, encourages commitment and pride in athletes, maintains poise in unexpected situations, demonstrates adequate knowledge of sport, demonstrates understanding of effective strategy in contests or practices, delegates responsibilities appropriately, provides opportunities for athletes to develop leadership, interacts with colleagues, media, officials and parents in professional manner, models appropriate behavior, performs other duties appropriately.

Attends required district meetings and arrives on time, attends rules meetings, submits all paperwork in a timely manner, informs athletes of insurance policies available through the district and other organizations, conducts pre-season meetings with athletes and parents, establishes realistic goals for athletes, team, staff, and self, keeps attendance records, monitors athletes academic progress, conducts effective meetings, keeps administrators appropriately informed, takes responsibility for actions and words, conducts practices and contests from clearly defined objectives, conducts practices based on physiological principles of training and bio-mechanically safe skill progressions, evaluates team personnel appropriately, develops and follows appropriate season plan, develops and distributes player handbook which informs athletes of requirements for participation and other appropriate information, supervises distribution and collection of uniforms and equipment, accepts decisions of supervisors without
complaining, follows chain of command when dealing with problems, maintains proper records, reports results of contests to media effectively, meets organizational responsibilities, complies with all school district policies, **UIL, State and Federal**, laws regarding athletics, is responsible for giving proper guidance to booster clubs and other support organizations.

Exhibits acceptable personal qualities that allows them to perform their duties in a pleasant and professional manner, exhibits a pleasant and enthusiastic attitude when dealing with coaches, teachers, parents, students, and supervisors, wears proper attire for assignment, grooming meets the standards set by each campus, exhibits loyalty to campus administrators and supervisors and accepts decisions of supervisors.

A. **COACHES CONTRACTS**

Coaches in the KISD are on a dual contract beginning in the school year 2012-2013. This type of contract requires coaches to perform satisfactorily in both areas of their assignment (teaching and coaching).

A resignation of either position of the contract will constitute a resignation of both parts of the contract.

B. **COACHES SALARIES**

In addition to basic teacher salary, a stipend is assigned to each coaching assignment. If a coach has two coaching assignments, the stipend amount for each is added to the teaching salary. Stipends include pay for preparation time needed for their sport as identified by the Athletic Director.

**Further information regarding coach’s salaries is available in the Athletic Director’s Office.**

Each high school coach shall have at least two (2) coaching assignments unless approved by the Athletic Director.

C. **COACHES BEHAVIORS TO AVOID**

1. Never use sexually explicit language or tell sexually explicit or off-color jokes in the presence of students.

2. Never display sexually explicit pictures or materials on school property and should never show such materials to students under any circumstances.

3. Avoid engaging in excessively personal conversations, both in person and on the phone with students.

4. Avoid sending excessively personal letters, cards, gifts, email, or text messages to students.

5. Avoid commenting on students’ physical appearance, including manner of dress and physical attributes.
6. Avoid, to the greatest extent possible, physical contact with or touching of students.

7. Avoid giving students rides home alone or even in groups where eventually only one student will remain alone in the car with the adult.

8. Avoid of-school property, one-on-one meetings alone with students, especially in the home of the student or of the adult.

9. Never plan or take unchaperoned school or athletic trips and, even on properly chaperoned trips, should exercise a greater degree of caution and propriety regarding interaction with students on the trip.

10. Never date students under any circumstances. Issues of power differential, consent, credibility, and appearance of impropriety make such relationships untenable.

V. PROFESSIONAL GROWTH

All coaches employed by KISD are required to attend Coaches Certification Courses and pass the exam. Coaches must also take the American Heart Association First Aid Course and pass the exam. Coaches have two years from the time of their employment with the KISD to complete the courses.

A. HEART SAVER CERTIFICATIONS

All coaches are required to be CPR, AED & First Aid Certified. Successful completion of America Heart Association classes will fulfill the requirement for certification.

B. MEMBERSHIPS

While the KISD does not pay membership dues for its employees, each coach in the KISD is encouraged to be a member of the professional coaching and teaching organization of their choice and is strongly encouraged to be a member of the Texas High School Coaches Association and/or Texas Girls Coaches Association.

High School coaches whose sport is being lectured on at the annual meeting at the T.G.C.A. or T.H.S.C.A. summer convention will be allowed expenses for either convention providing the budget will permit such expenditure. Trainers are required to be members of Texas Athletic Trainers Association and National Trainers Association.

C. STAFF DEVELOPMENT

Coaches are expected to be in attendance at all campus or district level coaching meetings.

Coaches are expected to make adjustments in practice schedules, personal commitments or other conflicts to allow for attendance at coaching staff meetings.
D. UIL COACHES REQUIREMENTS
The Rules Compliance Program is the new compliance course designed to meet 2013-14 UIL requirements for coaches grades 7-12 and athletic trainers. All coaches must complete the course prior to the first day of practice for their first sport season. The course is optional for athletic trainers. A copy of the Rules Compliance Program certificate of completion must be filed with the school, in the athletic office.

To complete the online Rules Compliance Program, you must first register for an account on the UIL Gateway at the UIL website. Once registered you must select your UIL related job. If your UIL related job requires you to complete the program you will see a link under "Tasks" for the Rules Compliance Program.

VI. EMPLOYEE TRAVEL
School related travel includes but is not limited to clinics, scouting trips, spring training, conventions, coaching school, state tournaments, and or any other activity approved by the Athletic Director. The athletic department will not pay any conference registration fees or membership fees or dues. Coaches will be allotted no more than a set fee for clinics and or coaching school. This fee will be determined by the Athletic Director.

The Kingsville Independent School district requires that all travel money requests are done in advance. These forms must be submitted at least 15 days in advance of your trip. The correct forms for requesting travel money are the following:

a. First, you will fill out a Short Leave Request Form so the Athletic Director and Principal can sign and they must be informed if class is to be missed.

b. Second, fill out a Travel Advance Request. You will need to attach a flyer or schedule of the event as well as a copy of the MapQuest® mileage, which must be printed and attached to Advance Travel Request form.

Maximum reimbursement for meals will be $36 per day ($7 breakfast, $11 lunch, $18 dinner) when you are not with athletes.

The mileage reimbursement rate is set by the finance department. You will receive mileage from Point A to B as per MapQuest® directions.

c. Third, if you need hotel payment you will fill out a Supply Requisition Form. The maximum hotel reimbursement rate will be set by the Finance department per night/per individual. You must submit original quote from the hotel showing the exact price of room plus the local or city tax rate. You will need to include the
following information on the form with the date of trip, how many rooms, nights, cost and the reservation number.

*Please Note: The Hotel Tax Exempt certificate must be used for overnight stays in hotels. However this does not include the city (local) rate (tax), which varies in each location. You will probably have to call for that information.

d. Fourth, fill out the Travel Expense Report. After returning, you will need to complete the Travel Expense Report. This form should be sent to the athletic office with all necessary receipts and documentation by the following business day upon your return. Hotel receipt should show zero balance due.

VII. GROOMING STANDARDS

All coaches in KISD, when involved in an interscholastic athletic contest, should dress in an appropriate manner.

During the warming months of the year, shorts are appropriate for outside athletic contests for sub-varsity teams. Shirts with collars are always preferred over t-shirts.

Men coaching basketball games should wear collared shirts, long pants and should be neatly groomed. Slacks or warm-up pants are appropriate for women coaching basketball or volleyball games at the middle school level. Women coaching indoor varsity sports should wear a dress or slacks that are appropriate for a varsity contest.

Varsity level coaches, in particular, will be very aware of their attire and should dress in an appropriate manner. A shirt with a tie is always the best choice for a professional look for men coaches.

The only facial hair men coaches will have is a neatly trimmed mustache. Sideburns will not be below the ear and should be neatly trimmed. Hair length will not be past the top of a normal shirt collar.

Caps or hats may be worn at outdoor athletic contests. They should be worn in the proper manner. No baseball caps on backwards, etc. Caps or hats will never be worn by men during an indoor athletic contest.

Shorts, caps, and t-shirts are never appropriate in an academic setting. To avoid making several changes of clothing during the day coaches may put on sweatpants when it is necessary to leave an athletic assignment for an academic assignment. (Coaches should get input from the campus principal for acceptable dress for that campus if more stringent than above). Tattoos will be covered during athletic practices or games.
Coaching is a profession for which all coaches in the KISD should take great pride. If coaches want to be treated like professionals, it is imperative that each coach demonstrates professionalism, which includes dressing as a professional.

E. STUDENT ATHLETE INFORMATION

I. ELIGIBILITY OF STUDENT ATHLETES

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

B. CRITERIA FOR A BONA FIDE RESIDENCE UNIVERSITY INTERSCHOLASTIC RESIDENCE RULE - Section 442(h) The state Executive Committee issued the following Official Interpretation regarding residence of parents who are not separated or divorced, and the determining guidelines of Section 442(h).

The intent of Section 442(h) is to insure that a relocation of residence is a complete and permanent move for the family. The residence shall be the domicile which is a fixed, permanent, and principal home for legal purposes. The residence is not bona fide under UIL rules unless it complies with all of the following criteria.

1. Does the student’s parent, guardian, or other person whose residence determines the student’s residence own a house or condominium or rent a house, apartment or other living quarters in the school district and attendance zone?

   Parents must provide documentation to verify the purchase, lease, or rental of home located in the new attendance zone. A lease agreement or rental agreement should be for a reasonable duration.

2. Does the student and the parent or guardian have their furniture and personal effects in the district and attendance zone?

   There should be no personal effects or furniture belonging to the family in the previous residence.

3. Do the student and the parent or guardian receive their mail (other than office mail) in the district and attendance zone?

   The family should have submitted a change of mailing address to the Post Office.

4. Are the parents or guardians registered to vote in the district and attendance zone?

   If either of the parents was registered to vote at the previous address, they should have applied for a new voter registration card at the new address.
5. Do the parents or guardians regularly live in the district and attendance zone and intend to live there indefinitely?
   The new residence should accommodate the entire family. The former house should be on the market at a reasonable market price or sold, or the lease or rental agreement terminated. All utilities and telephone service should be disconnected or no longer in the family’s name. All licensed drivers in the household should have complied with DPS regulations for changing their address.

6. Do parents live in the district and attendance zone for the first calendar year?
   If the parents of a contestant move from the district or school zone before the student has been in attendance for one year, the student loses athletic eligibility in the school district from which the parents move, and remains ineligible there for varsity athletics until a year is up.

C. BOARDING FACILITIES:
   Section 442 (b) applies if at least one of a student’s parents is alive. Students who are placed by their parent(s) or guardian(s) in a home licensed by the state as a child care boarding facility are eligible for athletic competition after one calendar year, even though they are transferred from one boarding facility campus to another boarding facility campus, provided the home licensed by the state was appointed as their guardian by appropriate authority more than one year ago.

D. STUDENT TRANSFERS – Out of District Transfer: In accordance with UIL ruling, an athlete may be eligible at a receiving school if the proper forms and statements are signed by the sending school administration, coaching personnel, and the parents of the student. This is still subject to the approval of the receiving school and the district executive committee. The proper forms provided at district expense are available through the athletic director. (All transfers should have a previous Athletic Participation form on file with the Chairman of the District Executive Committee before participation on the varsity level.)

   If eligibility of an athlete is not approved by the District Executive Committee, the process of Waiver or Eligibility Rules and Review may be processed. The information regarding this type of action may be obtained from the athletic director’s office.

E. GENERAL HIGH SCHOOL ELIGIBILITY REQUIREMENTS MUST MEET UIL STANDARDS

F. GENERAL MIDDLE SCHOOL ELIGIBILITY REQUIREMENTS MUST MEET UIL STANDARDS
II. PHYSICAL EXAMINATION AND PARENTAL PERMISSION

A. PHYSICAL EXAMINATION & PERMISSION FORMS
All boys and girls in the competitive sports program must satisfy the district requirement in regard to the UIL Medical History and Physical Examination requirements. All physicals must be kept on file in the trainer’s office at high school level and copies will be sent to the middle school coordinators. Parental Permission Forms must be completed, signed and kept with the physical forms. Emergency Cards must be signed and returned to the head coach.

B. KISD INJURY AND MEDICAL POLICY
1. Each year the trainer will hold a workshop for all coaches on proper care of athletic injuries.
2. The head coach and trainer will see that proper training equipment is available at each practice and contest.
3. Each injury should be checked on matter how slight.
4. Trainers should advise parents if student needs professional medical assistance.
5. When possible, require injured players to watch practice.
6. Hot weather practice will have sufficient water breaks to restore lost body fluids.
7. Emergency cards for emergency admittance at the hospital will be available to the head coaches at all times.
8. A team physician should be present at all varsity football games.
9. All athletes must have a current physical examination on file before participating. Athletes must have a new physical once each calendar year.
10. All players must have written permission signed by parents before participating, and a parent permission slip should be kept on file in the head coach’s office.
11. Principals will be made aware of all serious injuries.

C. ABUSE OF ALCOHOL, DRUGS AND TOBACCO
1. This policy is intended to be a minimum punishment for the students in athletics involved in the misuse of alcohol, drugs (non-prescription) or tobacco.
2. All athletes are encouraged to forgo the use of alcohol, drugs or tobacco. Any athlete involved in using drugs or tobacco at any athletic event or trip in which he or she represents KISD will be immediately suspended from that particular team and any other athletic team for one (1) year.

3. Any student involved in using alcohol, drugs or tobacco during the school day or at any function other than an athletic event in which he or she is under school supervision (i.e. lunch, school dance) will not be allowed to participate in any school-sponsored athletic event for a minimum of six (6) weeks. Before returning to game competition the student will also be given the punishment for school violations, it will be set at eight (8) miles of running to be carried out by the Athletic Director or athletic designee. Any student guilty of a second offense will be suspended for one (1) year from athletics.

4. The above stipulations are strictly a minimum. They are not intended in any way to affect the individual coach’s right to make a decision as to the punishment and suspension of the athletes directly involved in his or her particular program. Other punishments might include certain physical punishments such as running extra laps, extra work in the morning or evening, loss of right of letter jacket or other awards, or anything else the individual coach might deem necessary to protect his or her program and other participants from those who insist on being involved with the use of alcohol, drugs or tobacco.

D. ATHLETEIC CODE OF MIS-CONDUCT

1. It is very important that our athletes display exemplary actions when in public. They are always on display. Perception by the public is very important. Therefore, any athlete who receives a ticketed offense for any action other than a traffic violation will be punished by the athletic department. The punishment for such action will be set at eight (8) miles of running to be carried out by the Athletic Director or athletic designee. The Athletic Director and head coach may choose an alternate punishment that will be of equal measures as stated above. No athlete will be allowed to compete in a contest until punishment has been completed. An athlete has the legal right to contest the ticketed offense, however the athlete will remain ineligible until punishment has been completed, or the ticket has been legally dismissed.
   a. First offense, participation in practice expected to continue as normal.
   b. Second offense, from entering 9th grade will be a one year suspension from the program.
   c. Third offense will result in a permanent removal from the athletic program.
E. HAZING AND BULLYING

Hazing and or bullying will not be tolerated. An student who participates in such activity will be disciplined by school administration in accordance with state, federal, and local policies.

F. SOCIAL MEDIA

Under no circumstances is it okay to write or post anything on the internet that could be interpreted as negative or derogatory towards a coach, teammate, official, opponent or any other individual. As a representative of your school, it is important to remember that your actions can and will affect others. Good sportsmanship extends well beyond the playing or practice field. Be conscientious of what you say about your athletic program, school and others. Should a student athlete write, post, or download images that could be interpreted as negative, derogatory, or illegal proper punishment will be administered.

III. SCHOLARSHIP REQUIREMENTS

A. COACHES ROLE

Constant attention is necessary to remain current in regard to academic eligibility of athletes. It is not only necessary to constantly remind and encourage athletes to achieve the highest possible grade that they are capable of acquiring, but necessary to be familiar with the number of acquired credits of previous years. It is the responsibility of the coach to make the athletes aware of the aforementioned standards. Ignorance on the part of an athlete or coach concerning academic achievement is no excuse. Violation of a rule on the part of an athlete or coach can result in suspension of a school form UIL activities.

A student who is retained for competitive purposes in the seventh grade or eighth grade may lose a year of athletic eligibility in high school.

GRADE CHECKS

Students will not be given grade sheets to take to teachers for completion if the information is to be used to determine a student’s eligibility. Information regarding grades for eligibility purposes should be given directly to the coach by a teacher or registrar. Coaches must verify grade checks either with the registrar or the Athletic Director.

B. NO-PASS/NO-PLAY RULE

1. A student who is enrolled in a school district in this state or who participates in a UIL competition shall be suspended from participation in any extra-curricular activity sponsored or sanctioned by the school district or the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension continues for at least three weeks and is not removed during the school year until the conditions of paragraph 2
are met. A suspension does not last beyond the end of a school year. For purposes of this subsection, “grade evaluation period” means:

a. The six-week grade reporting period; or

b. The first six weeks of a semester and each grade reporting period thereafter, in the case of a district with a grade reporting period longer than six weeks.

2. Until the suspension is removed or the school year ends, a school district shall review the grades of a suspended student at the end of each three-week period. The suspension shall be removed if the student’s grade in each class, other than an identified honors or advanced class, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student’s teachers shall make the determination concerning the student’s grades.

3. Suspension of a student with a disability that significantly interferes with the student’s ability to meet regular academic standards must be based on the student’s failure to meet the requirements of the student’s individualized education program. The determination of whether a disability significantly interferes with a student’s ability to meet regular academic standards must be made by the student’s admission, review, and dismissal committee. For purposes of this subsection, “student with a disability” means a student who is eligible for a district’s special education program under Section 29.003(b) of Senate Bill 1.

4. A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance and that includes travel.

IV. STUDENT ATHLETE HANDBOOK GUIDELINES

Before the beginning of practice for any sport, including off-season practices, the coach will provide each athlete with a handbook outlining requirements and expectations for participation in their sport. Handbooks should include, but are not limited to, the following information. (See Player Handbook Checklist under Addendums) Handbooks will be handed out at the parent meeting to be held at the start of each sport season.

a. The Coach’s Philosophy and Objectives
b. Eligibility Regulations – No Pass – No Play
c. Locker Room and Equipment Regulations
d. Transportation Regulations
e. Rules Concerning Changing Sports
f. Vacation Policy
g. Code of Misconduct
h. Hazing and or Bullying
i. Social media
j. Conduct and Grooming
k. Discipline Policy
l. Due Process
m. Awards
n. Warning Statement (a general statement for all athletes that is further elaborated with additional information issued by coach)
o. Athlete and Parent Comprehension Statement

V. INJURIES

All injuries will be reported to the coach or trainer. If a student suffers an injury that requires the care of a physician the student must have a release from his or her physician before resuming practice or competition.

VI. DENIAL OF PARTICIPATION

The head coach will notify a student who will be denied participation on a team. The head coach will make the student aware of the reason for the denial participation and the student’s parents should also be notified.

F. TEAM GUIDELINES & ORGANIZATION

I. SEASON PLANNING

A. PRE-SEASON CHECKLIST

_____ 1. Athletic Handbook for Athletes

_____ 2. Meet with parents

_____ 3. UIL Eligibility form complete: All signatures sent to District Executive Chairman

_____ 4. All required paperwork properly signed and on file
   a. Physical form
   b. Emergency cards
   c. KISD UIL Athletic Participation Form Completed

_____ 5. Schedule – submitted to and signed by the Athletic Director. Overnight trips must be approved when schedules are submitted to the Athletic Director.

_____ 6. Transportation Requests – Submit bus requisitions for all events at least 15 days prior to travel

_____ 7. Travel Advance Request – Submit advance request forms for all meals at least 15 days prior to travel.
8. Prepare a supply requisition for all entry fees or hotel 15 days prior to travel.

9. Prepare roster for travel itinerary. Information must include: ID numbers, phone numbers, and class.

10. Check practice area and equipment to be certain it is ready for use.

11. Issue Equipment keeping an accurate accountability.

B. TEAM SELECTION

Unfortunately it is sometimes necessary for coaches to reduce the number of athletes on a team to make the numbers more manageable for the number of coaches and facilities available.

Cutting athletes is seldom a pleasant experience, but should be done in the most compassionate manner possible. Care and consideration should be given to the feelings of each athlete. Coaches should not simply post a list of players making the team without talking to the athletes.

The athletes being cut should be informed as to the reason for being cut; (facilities, equipment and personnel) and alternate programs available. Be sensitive to the young person’s feelings.

1. Procedure
   a. When a squad cut becomes a necessity, the coach shall talk with each player individually. Athletes will be personally informed of the cut by the coach and the reason for the action.
   b. Cut lists are not to be posted.
   c. Coaches will discuss alternative possibilities for participation in the sport, or other areas of the activities program.
   d. If a coach anticipates difficulties arising as a result of squad selection, he/she will discuss the situation with the Athletic Director.

C. POST SEASON CHECKLIST

1. All equipment collected, cleaned, and properly stored.

2. End of season report and inventory is complete and on file in the athletic office two weeks following the season’s last contest.

3. Medicine kit is clean and re-stocked for the next season.

4. Team room is clean. All players have removed locks and cleaned out lockers.
5. Athletes who have not turned in their equipment have been contacted. List needs to be given to Athletic office and counselors’ office.

II. PRACTICE GUIDELINES AND RESTRICTIONS

A. GUIDELINES

1. Participant requirements prior to first practice:

   a. All eligibility requirements have been satisfied.
   b. Completed physical examination form.
   c. Completed emergency medical cards.
   d. Completed parent-athlete responsibility acknowledgement forms.

2. Practice Policies

   a. Practice sessions should be well planned and well structured.
   b. Coaches and managers should be the first to arrive and the last to leave the practice sessions. At no time are athletes to practice without supervision.
   c. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be cleaned and secured.

B. GAME AND PRACTICE RESTRICTIONS

STATE BOARD OF EDUCATION RULES

EXTRACURRICULAR ACTIVITY DEFINED

An extracurricular activity is an activity sponsored by the University Interscholastic League (UIL), the school district board of trustees, or an organization sanctioned by resolution of the board of trustees. The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum. Extracurricular activities include, but are not limited to, public performances, contests, demonstrations, displays, and club activities, with the exception of public performances specified in paragraph (2) of this subsection.

In addition, an activity shall be subject to the provisions for an extracurricular activity if any one of the following criteria applies:

   a. The activity is competitive;
   b. The activity is held in conjunction with another activity that is considered to be extracurricular;
   c. The activity is held off campus, except in a case which adequate facilities do not exist on campus;
   d. The general public is invited; or
   e. An admission is charged.
1. **STAAR TESTING – STATE BOARD OF EDUCATION**
   A school may not schedule an extracurricular activity or a public performance to occur on the day immediately preceding or evening immediately preceding the day on which the administration of the State of Texas Assessments of Academic Readiness (STAAR) test is scheduled for Grades 3-12. The commissioner of education may grant a modified test schedule or an exception to this provision for a school with extenuating circumstances. Any excepted granted to the provision shall be reported to the State Board of Education (SBOE).

2. **EXTRACURRICULAR ACTIVITIES DURING FINAL EXAMS**
   For grades 7-12 there shall be no school-sponsored extracurricular activities* scheduled the day before or during final examination days in the fall and spring semesters, unless approved by the athletic director and principal.

3. **PRACTICE DURING FINAL EXAMS AND TAKS TESTING**
   STARR intervention takes priority over practice. KISD Policy regarding practice during the STARR testing period; all athletic practices will end by 6:00 p.m. on the day prior to a STAAR testing day. Practice during the week of final exams shall be limited to teams whose sport is in season and must conclude by 6:00 p.m. the day before an exam.

4. **PRACTICE DURING DECEMBER AND ON SUNDAYS**
   Athletic teams may not practice, use school facilities, personnel, or equipment during five consecutive days of December. Schools may choose any five days which include December 24, 25, and 26. Athletic teams may not participate in school activities, practice, or teach any plays, formations, or skills, watch film, or hold team meetings on Sunday.

C. **INCLEMENT WEATHER GUIDELINES**
   **Travel to the Contest:**
   Listen to the weather reports; be aware of the possibility of storms that may form near the game area.

   **At the Site, Prior to the Contest:**
   Discuss the potential for thunderstorms and lightning with the site administrator, officials and coaches.

   *NOTE: Once at a contest, the officials will be in charge of all decisions regarding the weather.

   Review the lightning policy, including the location of the closest “safe shelter” maintaining a designated spotter, and choosing a method for notifying all the affected parties of suspension of the game.

   **Lightning Detectors:**
   Each campus athletic department has been issued a lightning detector. Coaches should know where the detector is and how to operate the detector.
Know the Flash-to-Bang Method:
If a lightning detector is not available, coaches will be familiar with the Flash-to-Bang method. When you see the flash of lightning, count the seconds that pass until you hear the bang of thunder. Divide the number of seconds by five for the distance in miles between you and the lightning. For example, see the flash, count 20 seconds until the bang, divide by five, and you know that lightning is four miles away. This means that you are in danger.

When the Thunderstorm Develops:
Estimate the lightning’s location using the flash-to-bang method.

Determine whether the storm is approaching your position (e.g. check wind direction, etc.)

Take action allowing sufficient time to reach safe shelter. Broadcast pre-planned messages to spectators, identify safe shelter and follow precautionary procedures.

If Lightning is Nearby:
Suspend play and direct participants to go to the designated safe shelter.

Never stand under or near a tree; stay away from utility poles and light poles, antennas, towers, metal bleachers, and underground watering and electrical systems.

If precautions have been ignored or it is impossible to go inside, crouch on the balls of your feet with your head down keeping your feet close together. Do not lie flat.

When to Resume Play:
Wait approximately 30 minutes after the last flash before resuming play.

D. HEAT PLAN
The Kingsville ISD Heat Plan is a four-part plan. Each part is important to insure that the athletes in the Kingsville ISD are protected from the problems that can arise as coaches and athletes begin workouts during the hot summer months of August and September. The four parts are Education, Acclamation, Hydration, and Monitoring of Athletes for heat related problems. Heat not only affects the performance of athletes but can also affect their health.

The information contained in this plan was provided in part by Dr. Robert Murray, Ph.D., FACSM, and Director of the Gatorade Sports Science Institute in Barrington, IL.

Part I: Education
Educating athletes to the need of how to best take care of themselves during hot weather workouts are only one part of the education needed to properly care for athletes. Coaches will educate themselves to stay abreast
of all the latest information available concerning heat related problems among athletes. Coaches will also help educate parents and others about their roles in helping to prevent heat related problems in athletes.

**Heat Index**

While the index can aide coaches in identifying unfavorable conditions, coaches should remember that the heat index was developed for industry, and does not take into consideration the football uniform. The uniform can worsen the effects of unfavorable heat conditions and should be taken into consideration when determining the duration and intensity of practice, as well as the frequency of water breaks.

Coaches will always be aware of symptoms of heat illnesses; which are as follows:

<table>
<thead>
<tr>
<th>IN OTHERS</th>
<th>IN YOURSELF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irritability</td>
<td>Headache</td>
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<td>Dizziness</td>
</tr>
<tr>
<td>Belligerence</td>
<td>Unusual Fatigue</td>
</tr>
<tr>
<td>Hyperventilation</td>
<td>Heat Flush</td>
</tr>
<tr>
<td>Refusal to Drink</td>
<td>Paradoxical Chills</td>
</tr>
<tr>
<td>Staggering</td>
<td>Tingling Fingers</td>
</tr>
</tbody>
</table>

**Ten tips coaches should know:**

- Helmet and Jersey off whenever possible
- Easy access to water and electrolyte replacement drinks
- Gradually increase intensity and duration or workouts
- Gradually add equipment
- Use shade during breaks
- Quick access too cold towels and or cooling tubs
- Pre and post-practice weigh ins
- No prove yourself drills in the heat
- Closely monitor “At Risk” or poorly conditioned players

**Part II: Acclimation**

All Athletes should undergo a period of acclimation to help reduce the negative effects of heat during hot weather workouts. If all athletes will participate in the summer Speed camp, it will greatly benefit heat acclimation.

Pre-season Football workouts will begin with at least four days of workouts in shorts, T-shirts, and helmets. Helmets should be removed frequently during the first workouts of the season and on any day that heat conditions are severe. Sports, which normally do not work outside, should remember that athletes who leave gyms for outdoor workouts must get acclimated to the weather. During the early part of the season, athletes should weigh themselves before and after practice to determine the amount of weight loss during practice. **Remember…”Weight loss during practice IS water loss – weight loss over a period of time is fat**
Athletes should replace the amount of fluid lost in practice before the next practice.

Students who report, after summer practices begin need to go through the same acclimation process as athletes that begin the first day. Coaches will make sure athletes who report after the first day of workouts, during hot weather are properly acclimated before being allowed to participate in full pads, and at the same intensity as other acclimated athletes.

**Benefits of Heat Acclimation:**
- Better drinking habits
- More body water
- More blood
- Lower heart rate
- More blood to skin
- Sweat sooner
- Sweat more
- Sweat more widely
- Sweat less salty
- Better heart output
- Stay cooler

**Part III: Hydration**
Proper hydration is essential in protecting athletes and maximizing their performance during hot weather. Dehydrated players heat up faster and lose the benefits of acclimation. Coaches should make fluids available at all times during practice and should monitor athletes to make sure they are consuming enough fluids. Some athletes may lose more than three quarts of sweat per hour during the hot and humid weather. The more an athlete sweats, the more susceptible they are to dehydration. Sweat loss leads to dehydration, fatigue, cramps, heat intolerance, and slow recovery. Athletes need to consume more than the eight cups of water per day normally recommended for proper hydration. Some will need several quarts to replace fluids lost during workouts.

**Don’t rely on thirst**
Thirst kicks in too late and shuts off too early. Thirst usually occurs when athletes have already begun to dehydrate. Athletes should drink 20oz. of fluids within an hour or two before practice or games. Drink regularly during practice and games to minimize weight loss.

**Salt is not an enemy – athletes should use salt on food during meals.**

<table>
<thead>
<tr>
<th>Dehydration:</th>
<th>WARNING SIGNS</th>
<th>TREATMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thirst</td>
<td>Stop activity</td>
<td>Rest in cool shaded area</td>
</tr>
<tr>
<td>Irritability</td>
<td>Drink fluids</td>
<td></td>
</tr>
<tr>
<td>Fatigue</td>
<td></td>
<td>Muscle Cramps</td>
</tr>
<tr>
<td>Loss of Performance</td>
<td></td>
<td>Vomiting</td>
</tr>
<tr>
<td>Nausea</td>
<td></td>
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</tbody>
</table>
Guidelines for proper hydration

- 2-3 hours before practice or games, drink 17-20oz. of fluid and another 7-10oz. 10-20 minutes prior to the start of an event
- After exercising, drink at least 20oz. per pound of weight loss within two hours of finishing, training, or competition
- Athletes should monitor their frequency of urination as well as the color of their urine. A well hydrated athlete will have a clear urine, where as urine from an athlete not well hydrated will have a yellow to orange color

Part IV: Monitoring Athletes

Coaches will observe athletes frequently and carefully before, during, and after practice. Coaches shall be aware of the signs of the following heat related problems.

Symptoms of Heat Illness:

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<thead>
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Heat Exhaustion:

**WARNING SIGNS**

- Headache
- Nausea
- Vomiting
- Weakness
- Dizziness
- Rapid Pulse
- Profane Sweating

**TREATMENT**

- Rest in cold shaded area
- Drink Fluids
- Loosen/Remove Clothing and Equipment

Heat Stroke:

**WARNING SIGNS**

- High Temperature
- Nausea Drowsiness
- Confusion or Disorientation
- Irrational behavior
- Collapse – Coma

**TREATMENT**

- Seek Emergency Medical Treatment
- Cool First then Transport
# E. Cold Weather Practice

<table>
<thead>
<tr>
<th>Wind Chill Temperature ABOVE 36°</th>
<th>Recommendations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>33° - 35° with Precipitation</td>
<td>No more than 40 minutes outside per session</td>
</tr>
<tr>
<td></td>
<td>May return outside after 20 minutes indoors</td>
</tr>
<tr>
<td>32° or Below with Precipitation</td>
<td>No Outside Practice</td>
</tr>
<tr>
<td>32° - 35° without Precipitation</td>
<td>No more than 1 hour outside per session</td>
</tr>
<tr>
<td></td>
<td>May return outside after 30 minutes indoors</td>
</tr>
<tr>
<td>26° - 31° without Precipitation</td>
<td>No more than 30 minutes outside per session</td>
</tr>
<tr>
<td></td>
<td>May return outside after 15 minutes indoors</td>
</tr>
<tr>
<td>25° or Below without Precipitation</td>
<td>No Outside Practice</td>
</tr>
</tbody>
</table>
III. STUDENT TRAVEL

The following is the guideline set by the Athletic Director in planning your schedule. In team sports a maximum of two (2) Varsity tournaments will be permitted and only one (1) tournament for the JV & Freshmen divisions. Individual sports, Cross Country, Tennis, Golf, Powerlifting, and Track will also have tournament limitations. All tournaments must have prior approval of the Athletic Director.

A. TRANSPORTATION

1. Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. An exception may be made under certain conditions. If the student’s parent or guardian personally requests that the student be allowed to ride with the parent, or presents a written request to the coach and athletic director the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. A Student is never allowed to leave with anyone other than the parent or designee.

2. Coaches will teach athletes to respect property (buses, etc.) and strive to return the team home as soon as possible. Coaches are expected to transport student for participation in athletic events. In order to do this, coaches are required to obtain and maintain a CDL and bus driving certification.

3. Coaches will have a seating chart for all trips and a bus evacuation plan. Coaches will discuss these plans with the team before traveling on a bus trip.

B. BUS REQUEST

Bus requests must be in the Athletic office 15 days prior prior to the event.
1. Obtain requests online or from the athletic secretary.

2. Fill out the forms completely, with budget codes that the athletic secretary can supply.

3. Include any tournament brackets with the request.

4. It is advisable to fill out all requests prior to the first contest.

5. Deliver all requests to the Athletic Office.

6. Excursion or the Flex should be requested as far in advance as possible (i.e. State, Regional, Trips)
C. **OVERNIGHT AND LONG TRIPS**

1. Approval for the trip shall be from the Athletic Director and the Principal at least twenty one (21) working days before the trip.

2. Advance Travel Request, Bus Requisition, and Supply Requisition forms must be entered into the accounting system before departure.

3. Only varsity teams shall be allowed to stay overnight. Teams will be allowed to schedule one activity that requires an overnight stay. However, the school district will not provide additional funds for lodging, meals, or charter buses.

4. A playoff trip that exceeds 250 miles, one-way, Kingsville ISD will allow a charter bus to be contracted.

Teams requesting to exceed the 250-mile distance limit once during the regular season. If you are thinking about traveling overnight, you must have prior approval from the Athletic Director before your schedule is set. Overnight trips are discouraged however varsity teams shall be allowed to stay overnight with the Athletic Directors approval. The school district will not provide funds for lodging, meals, or transportation.

A coach should discuss plans with the Athletic Director concerning any overnight trips before finalizing season schedule. The Athletic Director must approve all overnight trips at the time the schedule is submitted.

D. **EXPENSES**

Coaches will request funds from the athletic director. Entry fees will be paid for by the school district. It is a violation of UIL rules for Booster Clubs to pay for school travel or meals. Booster Clubs, however, may donate money to the school activity fund to help defer the cost of meals. All expenditures must be under control of the athletic director. All travel paperwork is due in the athletic office fifteen (15) days prior to the event.

E. **STUDENT TRAVEL CHECKLIST**

**CHECKLIST**

- Itinerary on file with Athletic Director and Principal
- All medical release forms (Emergency Care Cards)
- All alternative transportation forms (emergency use only)
- Training Kit
- All necessary equipment
- Money for meals and overnight trips where applicable
- All necessary tax-exempt forms
F. SCOUTING

1. Responsibilities
   Coaches of team sports below the varsity level (freshman and middle school) may be assigned to scout future opponents of the varsity team.

   Notification of your campus Principal will be necessary when class is to be missed.

   Scouts will check with the varsity coach the day before the game to verify game time and specific information that he or she may want the assistant coach to gather.

   a. All scouts will arrive at the game a minimum of thirty (30) minutes prior to the game time.
   b. Video tapes or films may be assigned to the scout to exchange at the game site with a future opponent to the team being scouted.

2. Expenses

   Travel
   Scouts may use KISD vehicles if available. If not available, the scout will use his/her personal car for traveling purposes, and will be paid at the rate determined by the Finance Director. This request must be submitted 15 days prior to traveling. A MapQuest mileage map must be included with your Travel Expense report.

   Meals
   No meals will be paid for during scouting trips.

IV. ATHLETIC AWARDS

A. MINIMUM STANDARD FOR ATHLETIC AWARDS

   It is very difficult to compare one sport to another as to what is fair when deciding on who should letter or receive awards. Coaches will take time to make all athletes aware of the requirements for lettering in their sport. The following standards should apply to all sports when deciding which athletes have met the minimum requirement for receiving a letter. If a student is marginally qualified to receive a letter, it is better to make an error in favor of the student.

   1. The athlete will be considered a varsity athlete or compete in contests representing the varsity for 50% or more of the season. No student athlete will receive a letterman jacket until his/her junior year of competition.

   2. The athlete completes the season as a member in good standing. In case of ineligibility, if the athlete has met all other
requirements for lettering before they became ineligible, they should be given an award.

3. The athlete competes as a member of the varsity team at the district contests and is the best athlete on the team in their particular event.

4. The athlete is recommended by the coach of that particular sport.

5. The athlete must comply with all UIL Rules.

6. Trainer and Manager awards will be approved by the Trainer and the Athletic Director on each high school campus. This will be done to give some degree of consistency to our program.

7. Lettering for trainers. In order to receive a letter as a manager the student must be a senior or have served for two (2) years.

8. A list of students receiving letter awards will be provided to the Athletic Director. Students will be informed of a date for letter jacket measuring.

B. GUIDELINES FOR AWARDS NIGHT PROGRAM

1. Head Coach
   a. Thank everyone who helped with your season.
   b. Keep comments about the season brief and positive.
   c. Make sure every varsity player is introduced by name.
   d. Comments about each player should be brief and positive.
   e. Keep most comments for seniors.
   f. Do the talking for your team. Conduct the awards portion of your program. Students will not talk.
   g. Do not announce next year’s captain.

2. JV/Freshman Coach
   a. Thank people special to your season.
   b. Comments about your season should be brief and positive. Save time for the varsity coach to make most of the comments.
   c. Introduce each player by name. Save time by calling entire team forward together, then introducing each player.

3. General Guidelines
   a. Players with unexcused absences – no comments, please.
   b. Public predictions or announcements of next year’s varsity players are unfair to underclassmen. Everyone deserves a chance to make varsity.
   c. There are parents in the audience who care only about their athletes. Play by play descriptions of a season
makes your presentation drag and takes time away from honoring the team.

d. **Be positive** – no excuses need to be made for anything.
e. Double check names, grade level and jersey numbers.

4. **Comments to Avoid**

   a. Talking about the past (coaches or players).
   b. Predictions about the future (they can haunt you).
   c. Anecdotes not appropriate for a more formal awards ceremony.
   d. Talking about other teams or other schools on any level.
   e. We are not inferior to any team we play.
   f. Season review – kept it short and positive. You have a captive audience.
   g. If you plan to resign from your coaching position, please do not announce this at the awards night.

G. **FINANCIAL POLICIES & RESPONSIBILITIES**

I. **REQUEST FOR FUNDS**

   Request for funds must be done as soon as the information about a tournament, at least 21 days in advance, overnight stay or beyond district play is received.

   A. **TOURNAMENT FEES**
      All tournament fees must be requested through the athletic secretary as soon as the coach is made aware of participation in the tournament, no less then 21 days prior to the tournament. The Athletic secretary will be provided with the invitation for the tournament and the following must be stated in that invitation: date, place, time, cost, and who to make the check out to for the tournament. A supply requisition form will be required.

   B. **MEALS & LODGING**
      Student meals will be provided through the KISD food service department when possible. Meal requests will be submitted on the formal KISD meal request form no later than 21 days prior to contest. Roster and student id#’s will be required to be turned in within two working days following your trip. If departure time travel is close to breakfast or lunch coaches are encouraged to use their cafeterias to feed their student athletes before leaving school.

      When Food Services is not available you must submit a travel advance form, to be made out to a restaurant, through the athletic secretary, 21 days prior to the event. Always provide the number of athletes, managers, and coaches who will be needing meal money and the number of meals. Use a tax-exempt form whenever dining out with your team. KISD athletic department does not pay for the cost of meals or lodging for tournaments and/or overnight stays. These however, can be paid for through the individual sports activity accounts. This request must be approved by the Athletic Director.
C. **LOST EQUIPMENT**

Students who lose equipment are required to pay for the cost of the lost items. This money will be deposited into your Activity account. You will then have to order the replacement items from your activity account.

II. **FUND RAISING**

All fund raising must comply with the KISD policies governing these types of activities. All athletic fund raisers must be approved by the principal of your campus and the Athletic Director. Approval forms must be on file with the campus bookkeeper, athletic secretary and a recap (G2 form) must be on file at the close of the fund raiser. You are allowed 2 fundraisers a year.

H. **PUBLIC RELATIONS**

I. **ROLE OF THE COACH IN PUBLIC RELATIONS**

Each coach is a representative of the Kingsville Independent School District Athletic Department. It is the personal responsibility of a coach to maintain good relations with the faculty, parents and general public, as well as create a favorable picture of the athletic program. The coach will maintain a close relationship with parents and never hesitate to confer with them on subjects involving their child.

All coaches are expected to conduct themselves in a professional manner when dealing with athletes and parents.

A. Coaches are responsible for fostering good relations with the athletes they coach first. Good relations with athletes will help each coach establish a good relationship with parents, faculty and administration. Coaches should always keep a professional relationship with the athletes they coach. Treat athletes with dignity and respect and expect them to treat coaches and other adults in the same manner. The use of abusive language or actions in practice, games, or elsewhere in dealing with athletes, is never acceptable. The use of profanity by coaches is not acceptable.

B. All coaches are expected to exercise tight control over their emotions and actions during practice and games.

C. Coaches are expected to dress appropriately for the occasion, whether it is in the classroom or on the athletic field.

II. **BOOSTER CLUBS**

Kingsville Independent School District has one Athletic Booster Club. All coaches will encourage the parents of all sports to become an active member. The KISD Athletic booster club will strictly adhere to the UIL guidelines for booster clubs and the KISD board policies.

A. **VALUABLE CONSIDERATION SCHOOL TEAMS AND ATHLETES MAY ACCEPT:**
1. **Pre-Season.** School athletic teams may be given no more than one pre-season meal, per sport, per school year, such as a fish fry, ice cream supper, etc., provided it is approved by the school and given by a non-profit organization (usually the booster club) before the team plays in its first contest. It may be given after a scrimmage.

2. **Post Season.** School athletic teams are limited to no more than one post-season meal or banquet, per sport, per school year, and it must be given by a non-profit organization and approved by the school. Banquet favors or gifts are considered valuable consideration and are a violation if they are given to a student at any time.

3. **Other.** At any time school athletic teams and athletes may be invited to and may attend functions where free admission is offered, or where refreshments and/or meals are served, provided all students from that high school are invited to attend for the same fee and on the same basis as the athletes or the athletic team. Athletes or athletic teams may be recognized at these functions, but may not accept anything that is not given to all other students.

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**B. VALUABLE CONSIDERATION SCHOOL TEAMS AND ATHLETES MAY NOT ACCEPT:**

Examples of items deemed to be valuable consideration, and thus a violation of this rule, includes, but is not limited to:

1. Cookies, candy, and other gifts from other students, often referred to as goodie bags;

2. Meals, snacks, or snack foods during or after practices;

3. Parties given by parents or other students that are strictly for a school athletic team;

4. Anything that is not given, or offered, to the entire student body on the same basis that it is given to or offered to an athlete.

Gathering of school athletes at parents’ or patrons homes require each athlete to contribute equally to any food or refreshment. The burden of proof will be on the athlete if these occasions are questioned. Certainly, no sports instruction or practice is permitted.

- Funds are to be used to support school activities. To provide such funding for non-school activities would violate UIL rules and the public trust through which funds are earned.

**Fund Raising**

- Fund raising projects are subject to state law. Non-profit status may be obtained from the IRS.
- Community-wide sales campaigns should be coordinated through the school administration to minimize simultaneous sales campaigns.
• Sales campaigns should be planned carefully to insure that the projects provide dollar value for items sold, and that most of the money raised stays at home; otherwise donations are often more rewarding than letting the major part of the money go to outside promoters.

• Fund raising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school’s support.

Financial Reporting
• The Attorney General has issued an opinion stating that monies raised at the campus level, such as proceeds from vending machines, carnivals, etc., even though not tax money, are to be placed with the board of trustees of an independent school district. The board is charged with responsibility of the proper safekeeping and expenditure of such funds to the same extent as the board is so charged with respect to tax money.

• Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school.

Written Policies
Booster clubs should develop and annually review policies to cover the following areas:
• How to plan and publicize meetings.
• Methods of financing the club; compliance with tax laws; administering funds; method of bookkeeping.
• Election of officers.
• Recording, distributing and filing minutes.
• Effective communication – press releases, etc.
• Proper interaction with fine arts directors and academic and athletic coaches through the lines of authority as established by the school board.
• Sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc.
• Plans to support the school regardless of success in competition at the forefront of all policies.

What Parents and Fans Can Do
Help the school conduct fair and equitable competition: adhere to rules, uphold the law, and respect authority.

Remember that officials are human and make mistakes, and respect their decisions.

Delegate authority to the school, and then back up the decisions made by the school.

Set standards by which you expect children to conduct themselves, and live by those standards yourself.

Be aware of capabilities and limitation of young people; don’t have unrealistic expectations.
Let your children live their own lives – not relive your life.

Be involved in areas in which your child is involved, thus contributing to school unity and spirit.

Show respect to the opponents of your children.

Praise – don’t criticize – all youngsters.

Be attentive to the needs of students.

Help your children and their friends develop integrity through the intensity of competitive activity.

Remember – The classroom comes first!

III. MEDIA RELATIONS

A. MEDIA RELEASE

The head coach of each sport will be the one to release all information regarding his/her respective team and its opponents. Every effort should be made to cooperate with the news media. Some sub-varsity football, golf, basketball, track, baseball, swimming, tennis, soccer and volleyball coaches may have to call the news media and report detailed information about the game or meet. Many times the news media is unable to have a reporter at all of these activities. Calls should be made as early as possible after the event.

All information regarding the school district’s policies concerning the athletic program and personnel should be released through the office of the Athletic Director.

After each contest, coaches will fill out an individual game report and make it available to the news media.

IV. COMMUNICATION WITH PARENTS

Developing good working relationships with athletes’ parents is almost as important as those a coach has with the athletes themselves. With a little effort, you as a coach can have parents working with you and appreciating your efforts. The key is informing them about the program and listening to their concerns. Many of the traditional problems between parents and coaches can be avoided when coaches hold a pre-season parent orientation program. This program can serve a number of useful purposes:

a. Enabling parents to understand the objectives of the program.
b. Allowing parents to become acquainted with you, the person responsible for their daughter or son.
c. Informing parents about the nature of the sport and its potential risks.
d. Explaining team rules, regulations, and procedures.
e. Letting parents know what is expected of the athletes and parents.

f. Enabling a coach to understand parents’ concerns.

g. Establishing clear lines of communication between coaches and parents.

h. Obtaining help from parents in conducting the season’s activities.

Suggested Parent Orientation Program Agenda

Introductions

Coaching Philosophy

Specifics of Your Program

Schedule

Practice Time & Requirements

Lettering Policy

Discipline Issues

How to Contact Coaches (or set up appointments with coaches)

Maps to Opponents Facilities

Potential Risks

Question-and-Answer Session

I. ATHLETIC EQUIPMENT & FACILITIES

I. ISSUING OF EQUIPMENT

A. ISSUING ATHLETIC EQUIPMENT

Each head coach is directly responsible for the care and control of equipment used in his or her program.

1. The head coach will establish a control system using “Player Equipment Information Cards”, or other written information system. The coach retains the information for the end of the season equipment check-in. It is imperative that accurate records are kept.

2. Coaches shall carefully consider the selection of all student equipment managers and thoroughly explain their duties.

3. The head coach, although he or she may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the security of athletic equipment issued to all team personnel. The coach who issues equipment must have the knowledge required to ensure proper fitting of equipment.

4. Players are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.

5. Athletes will be responsible for all equipment issued to them. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
6. Periodically, coaches shall inspect equipment and facilities during the season.
   a. Helmets, bats, nets, supporting poles, etc., may break or deteriorate and become unsafe during the course of the year.
   b. Deactivate unsafe or defective equipment.
   c. Facility hazards should be reported to the athletic administrator immediately.
   d. All general equipment used by more than one sport (video equipment, pylons, etc.) will be stored in a specific area. Always return equipment to this area promptly for others to use. Video equipment should be checked out through the athletic office.
   e. Football helmet cards are to be used throughout the season.

B. USE OF ATHLETIC EQUIPMENT

It is important to emphasize to all athletes their responsibility to take care of school equipment and facilities and to report any abuses to their coach or the athletic administrator.

1. Athletic department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches. At no time are athletes to wear school-issued equipment or uniforms for:
   a. Work or job
   b. Socially
   c. School wear

2. In sports where athletes personally buy a portion of their practice or game uniforms, these may be worn at the discretion of the athlete.

3. School district athletic equipment will not be loaned to outside groups except with the approval of the Athletic Director.
   a. Approval will be received through the office of the Athletic Director who will notify the coach in writing each time this occurs.
   b. For liability reasons, use of school equipment by non-school groups is discouraged and in all cases where this practice is implemented a liability release is needed.

II. COLLECTION AND STORAGE OF EQUIPMENT

Coaches are responsible for collecting all equipment which is issued to players during the year. When equipment is collected immediately after the season, more of it is returned with less effort. In fact, coaches are encouraged to collect uniforms and other equipment on the day or and directly after their last contest.
A. COLLECTION

1. The head coach or trainer shall supervise the collection, inventory and storage of all equipment issued within his or her sports program.

2. As athletes turn in their equipment, it should be checked off of his or her equipment information card or sheet.

3. If any equipment is lost or has abnormal usage, the athlete will be charged replacement costs.

B. STORAGE

1. **Within two weeks after the season’s end,** all equipment is to be collected, cleaned, inventoried and stored in the designated (central) storage area.
   
   a. No equipment is to be discarded without the approval of the Athletic Director.
   
   b. Equipment to be repaired or reconditioned shall be marked appropriately and stored.
   
   c. Make sure that all clothing equipment (game and practice uniform) is either laundered or dry cleaned prior to storage.

2. The head coach shall turn in his or her equipment inventory with the next year’s requests two weeks after the last contest.
   
   a. The inventory form is on-line.
   
   b. Equipment should be kept clean, repaired and in a secure area when not in use.

III. GUIDE TO INVENTORY

A. INVENTORY

Head coach will be responsible for the care, issuing and storage of athletic equipment and uniforms for their programs.

1. The head coach shall maintain records on Equipment Uniform “Check Out” sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.

2. All equipment and uniforms that are no longer serviceable will be noted on Inventory Report and subsequently destroyed.

3. During the season all equipment shall be secured in the proper storage areas after each contest or practice. **Within the two-week inventory period at the season’s end,** all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.
IV. ORDERING EQUIPMENT

A. ORDERING EQUIPMENT
The Multi-Regional Purchasing Program was created in 1992 to offer its membership a unique and beneficial opportunity to purchase goods and services from contracts that meet State Competitive Bidding Requirements, thus saving them valuable time and resources: During the term of each commodity or service contract, member school districts may place their purchase orders directly with an authorized vendor for the various goods and services that they may require, without going out for bid. The Multi-Regional Purchasing Program is an administrative agency created in accordance with Section 791.001 of the Texas Government Code. The quality objective of the Multi-Regional Purchasing Program is to allow qualified members (local education agencies, political subdivisions) to purchase goods and services in an efficient, cost effective, and competitive procurement method as outlined in the Texas School Law Bulletin, section 44.031 Purchasing Contract.

KISD uses the Multi-Regional purchasing program with the Education Service Center 2. Head Coaches can go online http://purchase.esc2.net/MRPC/v2/default.asp to see the list of Vendors available to use.

1. Procedure for Ordering:
   a. Consult Assistant Coaches for items needed.
   b. Fill out a Supply Requisition Form. Fill out a separate form for each vendor.
   c. Information required for each item requested (if applicable)
      1) Quantity
      2) Price (include shipping)
      3) Sizes
      4) Color
      5) Trim color and size of trim
      6) Logo color, size, style, placement (provide a sample if possible)
      7) Number color, size, style, placement and uniform numbers
      8) Manufacturer’s name and manufacturer’s style number
      9) Written (emailed) quote from the company must be attached to request.

   d. All Purchase Order Requests must be signed by the Athletic Director’s office. Plan for 4-8 weeks delivery!

B. CAPITAL OUTLAY EQUIPMENT
This major classification is used to classify expenditures for fixed assets having a per unit cost of $5,000.00 or more
C. **UNIFORM PURCHASES**
   The purchase of all uniforms must have the approval of the Athletic Director. Even if uniforms are to be purchased with funds other than from the Athletic Department Budget, there is a uniform rotation calendar in place and each Head Coach will be advised as to when new uniforms can be purchased.

V. **FACILITY USE**

A. **PHILOSOPHY**
   While ensuring fiscal responsibility with district resources, KISD facilities will be used to enhance community involvement with public education. Facilities are primarily for student use, but may be used by others after school hours. First consideration will be given to students, district staff, and other groups that provide direct support for KISD students.

B. **FACILITY USE**
   KISD facilities are reserved twenty-four hours per day, 365 a year by the Superintendent of Schools for student use. Facilities may be released by the superintendent or by designee, for appropriate use by other organizations as determined by the administration according to the provisions of Board Policy GKD (local) and GKD (legal).

C. **MANAGEMENT**
   The superintendent will determine a designee to supervise the management of district facility use.

D. **OPERATIONAL PROCEDURES**
   Operational procedures are defined in GKD (legal).

E. **SCHEDULING**
   a. Facility use request forms must be submitted at least three (3) weeks prior to the schedule event.
   
   b. Requests submitted by outside groups do not automatically ensure full heating or cooling services.

   c. The administrator in charge of facility usage may require the use of an area of the building other than that requested by the group.

F. **SECURITY**
   At the district’s discretion, any outside group may be required to pay for a facility supervisor to be on sight and provide a security officer during the scheduled event. Custodians will not be considered facility supervisors.

G. **FEES**
   a. All outside groups will be required to pay for KISD custodian services.
b. Fees related to facility usage must accompany the facility use request form. These fees are paid at the Administration Building at the Assistant Superintendent for Support Services office.

c. Fees for damages will be assessed and may result in loss of further use of district facilities.

H. ATHLETIC FACILITIES
Use of all game fields, gyms, field houses, or tennis courts by non-school related groups must be approved by the campus principal and the Athletic Director prior to applying for facility use. Coaches may loan facilities to outside groups with prior permission from the Athletic Director.

Open or unfenced district playgrounds, tracks, tennis courts, and practice fields are open to the public on a first-come, first-serve basis, as long as such use does not conflict with use by district athletic teams or school-related groups.

1. **Outdoor facilities** are subject to closure to the public for maintenance or at times when public use is causing abnormal wear and tear on the facility. Facilities also may be closed in the event of repeated vandalism.

2. **Tennis courts** will be lighted at the discretion of the campus coach or Administrators.

3. **Baseball & Softball fields** will be closed for use by non-school teams from the beginning of the school year until the end of the high school season. All summer programs wishing to use the fields will go through the Athletic Director.

4. **Game fields** located on school campuses may be rented to non-school groups provided use will not cause abnormal wear on fields. A school employee must be present at all non-school activities scheduled on all campus game fields.

J. CONTEST MANAGEMENT

I. CAMPUS BASED CONTEST MANAGEMENT

A. GATE BOX
A gate box is required at all home contests. The athletic secretary is responsible to ensure that the gate box is ready for the gatekeeper at least one half hour before the contest. The gate box must include start up money ($75 - $150), tickets (adult & student), pen or pencil, Officials Sign in form & Gate Ticket Sales Report. The head ticket seller, prior to the contest should fill out these reports. Both adult and student ticket colors should change with each home contest.

Ticket prices for all district events are determined by the District Executive committee.
Ticket prices for all KISD home contests are as follows:
(Excluding Varsity Football)

- $3.00 Adults
- $1.00 Students (age 2 and up)
- Senior Citizens w/ID (General Admission) - No Charge

Complimentary passes will be distributed according to the District 31-3A guidelines.

**B. Ticket Sellers**
Two ticket sellers are required at all home contests. The athletic secretary is responsible to secure a gatekeeper for all of the home games.

The duties and responsibilities of the head ticket seller is as follows:

1. Arrive at least one half hour before each contest.
2. Get gate box from the Athletic Secretary.
3. Sign in on Officials sign in form.
4. Make sure all official workers sign the officials sign in form.
5. Set up in designated area for ticket sales. This should be in an area which you can be easily seen by those attending the game.
6. Sell tickets until appropriate time.
7. Finalize ticket sales report form.
8. Make deposit at the drop box at the district bank.

**Pay Scale For Head Ticket Seller**
$40.00
When working multiple sites Head ticket seller gets an additional $10.00 set up fee.

**Assistant Ticket Seller**
$30.00

**Pay scale for Clock & Bookkeeper**
$12.00 per game

**C. GATE RECEIPTS**
The gate receipts must be deposited the day of a home contest. The original official sign in form and the Gate Ticket Sales Report must be completed and included in the deposit bag.

**D. PAYING OFFICIALS**
If the head ticket seller is not in attendance at the game, it is the head coach’s responsibility to get the officials pay sheet signed, as well as a W9 and a COIQ form filled out, **before the start of the home contest**. They must include complete name, social security number, complete mailing
address, phone number, and number of games worked being sure to specify varsity and/or sub varsity.

II. GAME ADMINISTRATOR (Administrator on Duty)

In all UIL varsity athletic team contests a game administrator shall be appointed by the home school. That person must be a coach (other than the game coach), teacher, or administrator. It is recommended that a game administrator be designated by the home school for all non-varsity athletic team contests. The responsibilities of the game administrator are as follows:

1. See that officials are directed to their dressing room;

2. Meet with the officials prior to the game time (preferably on the playing field or court);

3. Inform the officials where the game administrator will be seated;

4. Assist the officials if they need to discourage unsportsmanlike conduct of a fan, player, or coach;

5. Check with the officials after the game to see if there is any misconduct that needs to be reported.

6. Offer to provide an escort for the officials to their cars.

7. Report incidents to the appropriate school administrator (home team or visitor);

8. Report severe verbal abuse or physical contact of the official and any ejection of coaches and fans to the UIL office in writing within the next two (2) working days.

III. SECURITY FOR ATHLETIC CONTESTS

Security will be provided for all varsity football contests. Security or an administrator will also be present at all other contests. Therefore all schedule changes must be approved by the Athletic Director and or the campus administrator.

A representative of the Athletic Department will be available at varsity football games. If you need to contact security or an Athletic Department representative, contact a security guard or the school official in the stadium office.

There will be a school administrator on duty at all varsity contests held on campus and he/she can answer questions and/or direct concerns to the security officer.

Emergency medical service or district trainers will be present at all home games. All other contests will have either a trainer or medical personnel.
IV. VARSITY FOOTBALL

A. GENERAL INFORMATION
Scouts will be seated in a designated area of the press box at each stadium.

Authorized photographers filming game have access to Press Box.
(Number allowed may be restricted)

Only permit 3 authorized persons from each school will be admitted to the press box to film and direct during half-time.

Each participating school may have authorized high school photographers on the sidelines. Proper pass will be issued by KISD. Limit two per school. Other press or photographers must have prior district approval.

B. TICKET PRICES

Football
Reserved Seats $6.00
General Admission (Pre-Game Only) $5.00
Students (age 2 and up) (Pre-Game Only) $2.00
General Admission (At the Gate) $6.00
Student (age 2 and up)( At the Gate) $3.00
Senior Citizens w/ID (General Admission) No Charge

Pre-game sale, of tickets for Home and Away football games, will be handled in the athletic office.

Complimentary passes will be distributed according to the District 31-3A guidelines.

C. RESERVED PARKING AREA – North Parking Lot
A list of patrons allowed to park in designated area at the North end parking lot near the building entrance w/prior clearance by the Athletic Director will be given to the Javelina Stadium gatekeeper.

V. SPECTATOR INFORMATION

All spectators will abide with the UIL, District 31-3A policy, and the KISD guidelines.

A. HALF-TIME ACTIVITIES

Normally half time is twenty-four minutes in length but may be extended to twenty-eight minutes for special events. Each band will be allowed 12 minutes to enter the field, perform, and exit the field.

Only the home band and drill team will be allowed to march around the field for a pre-game appearance.

If the band and/or drill teams of opposing schools wish to have a combined performance, this must be done within the twenty-eight minute time limit.
Three school representatives from each high school will have access to the press box during half time to announce, film or view half-time activities.

B. DECORATIONS, MASCOTS, AND SPIRIT LINES
The 31-3A District policy will be enforced. Each home school may have a more stringent policy.

K. KINGSVILLE ISD AND UIL MIDDLE SCHOOL ATHLETIC POLICIES

KISD MIDDLE SCHOOL ATHLETIC POLICIES

The principal and coaches will be provided a district schedule before the end of the school year for the following year.

All middle school coaches are expected to work with high school coaches to develop athletic programs that allow for an orderly, smooth or successful progression from middle school to the high school program.

High school coaches are expected to give proper direction to middle school coaches within the high school feeder pattern. Middle school coaches may be requested to assist high school coaches in certain areas including, but not limited to, scouting, filming, organizing meetings with middle school student athletes, etc. All Jr. High schedules will be approved by the Athletic Director with input from Jr. High Coordinator and the High School Head Coach.

MIDDLE SCHOOL PROGRAM PHILOSOPHY FOR TEAM SPORTS

1. To allow as many student as possible the experience of competing in athletics as part of their educational program.

2. To prepare as many students as possible for competition in the high school program.

3. Middle school coaches are responsible to the high school head coach of the sport they are coaching. The middle school coaches will implement techniques designated by the head coach.

4. Middle school coaches are responsible for transportation, budgeting, inventory, training, and academics along with the general management of their teams.

5. Middle school coaches will institute an academic and disciplinary counseling program, which includes study hall and parental involvement. An athlete will not be dismissed form a sport until a parent-coach conference has been held and specific problems have been outlined.
6. All athletes are encouraged to participate in multiple activities. Therefore coaches are expected to work with the athletes and allow them flexible schedules. Coaches will not attempt to persuade any athlete to choose one sport instead of another. If coaches cannot agree all conflicts will be resolved by the Athletic Director.

I. GENERAL ELIGIBILITY REQUIREMENTS FOR 7TH AND 8TH GRADE PARTICIPANTS

A. Student’s Eligibility - An individual may participate in competition or contests as a representative of the participant school he/she attends of that student has been in attendance and has passed the number of courses required by state law and by rules of the State Board of Education, and is passing the number of courses required by state law and by rules of the State Board of Education.

B. A student who initially entered the 7th or 8th grade during the current school year and has a special needs condition which delayed his or her education by at least one year, and students who are over age due to limited English proficiency assessment committee, may petition the UIL to play at grade level. The following must be submitted to the UIL for eligibility determination:

1. A special education student must provide documentation of a special education status and documentation that a disability delayed his or her education by at least one year.

2. A student with a history of a disability must provide documentation from a 504 committee and an ARD committee proving the assistance and length of time of the disability that caused the delay of at least one year in his or her education.

3. A student with limited English proficiency and must provide documentation of the recommendation of the LPAC.

4. All students must provide documentation of date of birth and a copy of the current physical, including height and weight.

5. The District Executive Committee may appeal the decision of the UIL to the State Executive Committee.

C. No Interscholastic Athletic Competition Below 7th Grade – No interscholastic athletic competition is allowed for teams in the sixth grade and below. This does not apply to annual interschool elementary field days, assuming there is no awarding of place ribbons or determination of team champions.

II. RULES JURISDICTION

All middle schools that participate in 7th and 8th grade UIL activities must abide by public school laws, TEA regulations, UIL regulations, and KISD policy.
III. SCHEDULING

The Athletic Director will develop the scheduling for all middle school athletic contests in the spring of the school year prior to the contest. All principals and coaches will be provided a schedule before the end of the school year.

A. Sunday Participation
No league participant school shall sponsor individuals or teams in any contest or school competition on a Sunday in a League contest or a contest similar to one offered by the League. Schools shall not conduct practices, or teach any plays, formations, or skills on Sunday.

IV. LIMITATION OF AWARDS

A. Awards to Individuals. A participant school may not give and a student may not accept award for participation in interschool competition in excess of $8 per year (total for all UIL school activities). A student may accept a symbolic award in recognition of his/her achievement in an interschool contest if it is given by the organization conducting the contest (e.g., all tournament awards, ribbons, plaques and medals).

B. Awards to Schools. A district championship trophy or banner award may be awarded to the schools’ athletic department.

V. AMATEUR RULE

There is no amateur rule for junior high school students competing in junior high competitions. UIL, Amateur Athletic Status, does not apply to students until the first class day of their 9th grade year.

VI. MEMBERSHIP

A. School District. Middle schools receive membership in the league through the paid memberships of the high school.

B. Superintendent’s Responsibility. The superintendent shall have final responsibility for membership. When a school board elects to pay membership fees to join the League, it agrees to accept and observe the teams of participation in the contests as set forth in the Constitution and Contest Rules. This is a voluntary organization. All conditions surrounding participation are freely accepted and both the letter and spirit of the rules are to be observed. Thus, when disputes arise, the committees shall settle them in the prescribed manner.

VII. DISTRICTS

A. District Assignments. Middle schools will not be assigned to a Middle School district or conferences by the UIL League office. However, schools may organize into districts. Students will represent their campus in the middle school athletic district contest.
VIII. PROTEST

A. **Persons Responsible.** The Athletic Director will have jurisdiction over a protested athletic contest.

B. **Time for Protest.** The Athletic Director must file the protest in writing with the district executive committee. The protest must be filed within a reasonable time, but not exceeding four days after the contest, unless it involves eligibility or a rule imposing mandatory penalties.

C. **Appropriate Committees.** The District Executive Committee shall have jurisdiction over all eligibility cases, disputes and protests within the district. The representative of a protesting school or the school protested is disqualified from the adjudication of the dispute.

D. **Jurisdiction within District.** The District Executive Committee shall have jurisdiction over all eligibility cases, disputes and protests within the district. The representative of a protesting school or the school protested is disqualified from the adjudication of the dispute.

E. **Jurisdiction Outside of District.** All disputes and protests arising between schools shall be resolved through a meeting of the district executive committee including the two teams involved. The disputing schools and the school charged with the violation shall not be allowed to vote.

IX. **7th & 8th Grade Athletic Plan**

A. **Purposes**

The UIL and the Kingsville ISD are vitally interested in the welfare and development of every youngster. A properly administered athletic program can enhance their overall education. Middle school programs need to take into consideration the substantial range in individual differences among 7th and 8th grade students, i.e., age, body build, interests, ability, experience, health, and stages of physiological, emotional, and social maturity. Exploring a wide range of activities rather than specializing in one area and what is best for the greatest number of participants involved should be emphasized. The Kingsville ISD has final responsibility for enforcement of all objectives, guidelines, and codes in the middle school program of competition. The purpose of the middle school athletic program includes the following:

1. To conduct the athletic program so that educational objectives are achieved, highest details of sportsmanship are upheld, and no single phase of the athletic program is promoted at the expense of other programs.

2. To provide broad and varied athletic programs with an opportunity for equitable competition for all students.
3. To equalize competition and administer the programs so that mismatching of teams or individuals is not permitted. Individual schools must have the final responsibility of enforcing this concept.
4. To integrate the athletic program with all other activities essential to middle school youth, avoiding an excessive activity load for any student.
5. To require that those participants are properly examined, approved, equipped, classified, instructed, and supervised.
6. To administer the program so that there will be a minimum loss of school time, proper but minimal publicity, competent officiating, limited awards, and program kept in its proper perspective.
7. To provide qualified faculty leadership who understand this adolescent age group, the objective of this modified sports program, and the emphasis on safety and welfare of the student.
8. To foster proper respect for authority and avoidance of all evidences of undesirable athletic mannerisms.
9. To compete within the spirit of the rules, giving every opponent due credit and respect, and making every effort to be gracious in victory or loss.

B. Eligibility Requirements for 7th and 8th Grade Participants

An individual may participate in UIL athletic competition of contests as a representative of a participant school if he or she:

1. Has met the requirements regarding general eligibility.
2. For 7th grade athletic competition, has not reached his or her 14th birthday on or before September 1, and has not enrolled in the 9th grade.
3. For 8th grade athletic competition, has not reached his or her 15th birthday on or before September 1, and has not enrolled in the 9th grade.
4. A student who initially entered the 7th or 8th grade the current school year and is too old for 7th or 8th grade participation may participate according to age. That is, 7th graders on the 8th grade, 9th grade high school junior varsity or high school varsity team, and 8th graders on the 9th grade, high school junior varsity or high school varsity team.
   a. Four Consecutive Years. A student has only four consecutive calendar years to complete high school varsity eligibility.
   b. Full Participation Allowed. Only 7th and 8th grade students who are too old to represent the 8th grade team may participate on the high school’s athletic team. Over age middle school students who participate with a high school 9th grade, sub-varsity or varsity team, may participate fully under the rules for high school athletes in that sport, including but not limited to, rules governing number of games, post-season games, etc. The parent or guardian is responsible for transporting athletes in middle school who participate in high school athletics is the parent/or guardian of that athlete.
5. Must be a full-time student in grade 7 or 8 at the school he or she represents.
6. Has been in attendance and has passed the number of courses required by state law and by rules of the State Board of Education, and is passing.
7. Has not repeated the 7th or 8th grade for athletic purposes. A student who repeats the 7th or 8th grade for athletic purposes shall be eligible for only two consecutive years in 7th and 8th grade athletic competition after the first enrollment in the 7th grade. A student held back one year in the 7th or 8th grade for athletic purposes shall lose the fourth year of eligibility after entering the 9th grade. A student held back for two years for athletic purposes shall lose the third and fourth years of eligibility after entering 9th grade.
8. Has not changed schools for athletic purposes.

C. Sixth Grade Participation

No Interscholastic Athletic Competition below 7th Grade. With only the exceptions noted below, no interscholastic athletic practice or competition is allowed for teams in the 6th grade and below. Sixth grade students may not practice with or against middle school students. This does not apply to annual inter-school elementary field days, assuming there is no awarding of place ribbons or determination of team champions. Sixth graders shall not represent a middle school in 7th and 8th grade in individual sports (track & field), except students with disabilities who meet the criteria of the provisions of Section 1478 (c) (2).

D. Athletic Code of Mis-Conduct

1. It is very important that our athletes display exemplary actions when in public. They are always on display. Perception by the public is very important. Therefore, any athlete who receives a ticketed offense for any action other than a traffic violation will be punished by the athletic department. The punishment for such action will be set at eight (8) miles of running to be carried out by the Athletic Director or athletic designee. The Athletic Director and head coach may choose an alternate punishment that will be of equal measures as stated above. No athlete will be allowed to compete in a contest until punishment has been completed. An athlete has the legal right to contest the ticketed offense, however the athlete will remain ineligible until punishment has been completed, or the ticket has been legally dismissed.
   a. First offense, participation in practice expected to continue as normal.
   b. Second offense, from entering 9th grade will be a one year suspension from the program.
   c. Third offense will result in a permanent removal from the athletic program.
E. **Hazing and Bullying**
Hazing and or bullying will not be tolerated. An student who participates in such activity will be disciplined by school administration in accordance with state, federal, and local policies.

F. **Social Media**
Under no circumstances is it okay to write or post anything on the internet that could be interpreted as negative or derogatory towards a coach, teammate, official, opponent or any other individual. As a representative of your school, it is important to remember that your actions can and will affect others. Good sportsmanship extends well beyond the playing or practice field. Be conscientious of what you say about your athletic program, school and others. Should a student athlete write, post, or download images that could be interpreted as negative, derogatory, or illegal proper punishment will be administered.

G. **General Regulations for Athletic Competition**

In all athletic games, meets, matches and practices the following must be adhered to, if applicable.

1. **Scheduling** – no game, contest, scrimmage, or tournament including district competition, shall begin prior to the end of the academic school day for all participants.
2. **No Post-District Competition** – there shall be no post-season playoffs or competition in any athletic event.
3. **Physical Examination** – a physical is required every year.
4. **Sunday Practice** – No league participant school shall sponsor individuals or teams in any contest or school competition on a Sunday in a league contest or a contest similar to one offered by the league. Schools shall not conduct practices, or teach any plays, formations or skills on Sunday. Any showing of films to or meetings of athletes for the purpose of instruction or reviewing of plays, formations or skills in any sport will be construed as a violation. This does not prevent coaches from meeting on Sunday or from seeing films or planning an instructional program, provided that no student athletes are involved in the meeting.
5. **Holiday Restriction** – A school shall not conduct contests or practices, using school facilities, personnel or equipment during five consecutive days of December. Any organized or required practice will be a violation of this regulation. Schools may choose any five consecutive days which include December 24, 25, 26 with the following exceptions:
   a. When December 26 falls on a Thursday, schools may participate in a tournament game on December 26.
   b. When December 26 falls on a Thursday, schools must still follow a five consecutive day restriction, including December 24 & 25.
   c. No practice shall be permitted on any of the five consecutive days.
d. Travel is permitted on the 26th if a tournament game is scheduled on December 27th. No practice shall be permitted on the 26th.
e. Travel will not be permitted on December 25th.
f. A team that has a game on December 23rd could travel home on December 24th and still be in compliance with this section.

6. Officials – The middle school coaches will be responsible for obtaining officials for all middle school contests. The schedule of fees shall not exceed that of the maximum fee schedule as listed in the UIL constitution and contest rules.

7. Tournament Regulations – Definition: at least three teams assembled on days other than Sunday for an elimination contest. Tournament games shall not begin prior to the end of the academic school day for all participants. Games do not have to be scheduled on consecutive days. Round robin tournaments limited to four teams and pool play tournaments limited to 16 teams shall be permitted. Refer to team sports plans for further regulations.

8. Recommended Standards – It is recommended that 7th and 8th grade activities be held on a Saturday or on a non-school night, or end competition to allow students to be back at home no later than 10:00 p.m. on a school night.

9. Physical Education and Athletic Periods – No student shall be enrolled in more than one physical education or athletics class per day. This period shall not exceed 60 minutes per day (or 300 minutes per week on a block schedule) and the allotted time includes time for dressing and re-dressing in street clothes.

H. Team Sport Regulations: Basketball, Football and Volleyball
1. Coaches’ involvement with Non-School Teams. For non-school competition 7th and 8th grade school coaches shall not schedule matched games for students in grades 7-12 from their attendance zone during the school year. Coaches may assist in organizing, selecting players and coaches, and supervising facilities for non-school league play. School coaches shall not coach or instruct students from their school district attendance zone, except their own adopted or birth children and except as specifically provided below in baseball and softball. They may coach non-school baseball and softball teams, after the last day of school until the first day of school, if no more than six incoming 10-12 grade students from their school district attendance zone are on the team.

2. Pre-scheduled District Tournaments – Basketball and Volleyball. Middle school pre-scheduled district basketball and volleyball tournaments may be played in addition to invitational tournament(s) provided each game/match in the prescheduled tournament is counted as a game/match on the regular season record. Example: A middle school could participate in nine regular season basketball games, two invitational tournaments, and a three game district tournament. Schools need to save enough games/matches to cover all possible district tournament games.

I. Basketball
Teams: Each middle school shall have girls and boys A & B teams for both the 7th & 8th grade.

1. Number of games: No team or student shall compete in more than 12 games and two individual or district tournaments. Two games may be substituted in place of a tournament. If a team or student does not play in any invitational or district tournaments, four additional games may be played. A scrimmage counts as one of the 12 games.

2. Number of Games Per Week – One game or scrimmage may be played per calendar week. A tournament may be played in the same calendar week as a game.

3. Number of Tournament Games Per Day – Contestants or teams shall play no more than two tournament games per calendar day.

4. Season for Workouts and Games – School shall have 121 consecutive calendar days to practice outside the school day; 93 of the 121 consecutive calendar days may be used to complete scrimmages and games. The season can be held anytime during the school year, provided it does not exceed the number of consecutive calendar days listed above.

5. Six-Minute Quarters – Middle schools will, by mutual consent, play 6 minute quarters for both A & B games. If there is only one gym, the B team game will have a running clock.

6. Playing Time: All athletes must play enough minutes to total one quarter of playing time.

J. Football

Number of Games – No team or student shall compete in more than nine football games. A scrimmage counts as one of the allowable games.

1. Number of Games Per Week – One game or scrimmage may be played per calendar week. There must be a minimum of five days between contests.

2. Season for Workouts and Games: Traditional School Year Practice shall not begin prior to the first day of school. Football equipment may be checked out to the players on any one day during the week preceding the first day of school. The first day for scrimmages or games shall be no earlier than the Tuesday after the first Thursday in September. Exception: Schools may scrimmage or play the first game earlier, but only if they have had four days of practice without any contact equipment except helmets, and seven additional days of contact practice. The last day for a middle school football game is the first Saturday in November.

3. Off-Season Workouts. Accelerated physical education activities, calisthenics, individual football skills, strength training or conditioning exercises may be conducted during the school term within the school day, (provided such activities do not exceed 60 minutes per day or 300 minutes per week on a block schedule). Practice may include 11-on-11 drills without contact equipment or activities. Activities before or after school or during the lunch period are specifically prohibited. Allowed equipment is limited to a football, shoes with cleats, passing
and punting machines, and physical education attire. Air or padded blocking dummies or devices, and other similar devices are prohibited.

4. Pre-season or summer practice for Middle School students.
   a. 8th grade and below pre-season practice is prohibited. School shall not hold any pre-season football practice in middle school (8th grade and below) or individual or team, prior to the opening day of school.
   b. 8th grade and below spring training prohibited. Schools shall not conduct any spring training in middle school (8th grade and below) the preceding spring.
   c. Violations. Penalty for violations shall be assessed by the appropriate executive committee.

5. Tied Games. The NCAA tiebreaker system shall not be used by middle school teams. A tie is considered ½ game won and ½ game lost.

6. KISD Participation Rules for Football:
The purpose of these rules is to insure that the most players possible will have a positive experience from their participation in middle school football and that this will encourage them to continue their participation in athletics throughout their years in the public school system.

The purpose is also to prevent the labeling of just a select group of players as “A” team players who are allocated the most playing experience while the majority of those on the team are labeled as “B” team players and forced to share small amounts of playing time with a disproportionately large number of other athletes.

   a. Division of Players
   Each grade level will have two teams consisting of “A” & “B” teams. The players will be divided equally by numbers not necessarily by ability. One-half of the total participants will be on the “A” team and one-half will be on the “B” team.

   Any time a school plays a game there should be equal numbers suited up on both the “A” & “B” teams regardless of the situation (grades etc.).

   b. Playing Time
   The 7th & 8th grade games will be played on Tuesday night, the 8th grade game will follow the same schedule as the varsity, and the 7th grade will be at the opposite site.

   Quarters shall consist of eight minutes each for A teams and all B team games will consist of six minute quarters.

   Each team (“A” & “B”) will have eleven starters on offense and a different eleven starters on defense. None of the players who are starters on offense shall be allowed to play on defense until the fourth quarter and none of the players who are starters on defense will be allowed to play on offense until the fourth quarter.
During the fourth quarter players may play at any position regardless of whether they were starters or not.

Any player who suits up for a game should play in that game. Exceptions can be made for injured players, or when an opponent does not field but one team.

c. **Times for Games**

“B” team games will begin at 5:30 p.m.; “A” team games immediately following.

K. **Volleyball**

1. **Number of Matches** – No team or girl shall compete in more than 12 matches and two invitational or district tournaments. Two matches may be substituted in place of a tournament. If a team or student does not play in any invitational or district tournaments, four additional matches may be played. A scrimmage counts as one of the 12 matches.

2. **Number of Matches per Week.**
   
a. One match or dual match or scrimmage may be played per calendar week. A tournament may be played in the same calendar week of a match.
   
b. Exception to National Federation rules: 7th and 8th grade teams may play the third game of a match even if the same team has won the first two games, provided a player doesn’t play in more than two games.

3. **Number of Tournament Matches per Day** – Contestants or teams shall play no more than three tournament matches per calendar day, except contestants or teams may play in four matches per calendar day in a one day tournament scheduled on a Saturday.

4. **Playing Time:** Athletes must have a minimum playing time of one game per match.

5. **Season for Workouts and Matches** – Traditional school years practice shall not begin prior to the first day of school. Schools shall have 86 consecutive calendar days to practice outside the school day; 79 of the 86 consecutive calendar days may be used to complete scrimmages and matches. Volleyball equipment may be checked out to players on any one day during the week proceeding the first day of school.

L. **Additional Regulations for Individual Sports:**

**Cross Country and Track & Field**

1. **Number of Meets:** No team or student shall compete in more than six meets, including the district meet.

2. **Exception to Six Meet Limitation:** Schools may also hold competitions with three or fewer schools provided there is no loss of school time.

3. **Number of Contests per Week:** Individual sport participants are limited to one contest or meet per calendar year.

4. **Season for Meets and Workouts:** There is no mandated season length. However, there is the limitation of six meets per school year.

M. **Track and Field Events**
The recommended track and field events and order of events, is as follows: Schools hosting a dual or triangular meet may alter the distance of certain events or alter the distance of certain events by mutual agreement or consent of the athletic director.

1. Boys’ and Girls’ Running Events.
   - Girls’ 2400 meter run
   - Boys’ 2400 meter run
   - Girls’ 400 meter relay
   - Boys’ 400 meter relay
   - Girls’ 800 meter run
   - Boys’ 800 meter run
   - Girls’ 100 meter hurdles 30” 7th & 8th
   - Boys’ 100 meter hurdles 33” 7th & 36” 8th
   - Girls’ 100 meter dash
   - Boys’ 100 meter dash
   - Girls’ 800 meter relay
   - Boys’ 800 meter relay
   - Girls’ 400 meter dash
   - Boys’ 400 meter dash
   - Girls’ 300 meter hurdles
   - Boys’ 300 meter hurdles
   - Girls’ 200 meter dash
   - Boys’ 200 meter dash
   - Girls’ 1600 meter run
   - Boys’ 1600 meter run
   - Girls’ 1600 meter relay
   - Boys’ 1600 meter relay

2. Boys’ & Girls’ Field Events.
   - Girls’- 4-kilo shot put, discus, high jump, long jump, triple jump
   - Boys’ – 4-kilo shot put, discus, high jump, long jump, triple jump

3. Event Limitations
   a. No contestant shall be allowed to compete in more than three running events, including the relays, or in more than five total events.
   b. No contestant shall be allowed to enter more than two of the following events: 400 meter dash, 800 meter run, 1600 meter run, or 2400 meter run. This does not prevent a 400, 800, 1600 or 2400 meter contestant from running on the relays provided he/she is entered in no more than three total running events.
   c. Contestant may enter a maximum of five field events provided they are not entered in any running events.
   d. Dual Meets: Each school will be allowed 6 entries in each event.

4. Day of Week and Starting Time: Students or teams representing a participant school are permitted to participate in a track and field meet only after the end of the academic day for all participants.

L. ATHLETIC FORMS
This MEDICAL HISTORY FORM must be completed annually by parent (or guardian) and student in order for the student to participate in athletic activities. These questions are designed to determine if the student has developed any condition which would make it hazardous to participate in an athletic event.

Student's Name (print) Sex Age Date of Birth

Address Phone

Grade School Phone

Personal Physician Phone

In case of emergency, contact:

Name Relationship Phone (Home) (Work)

Explain "Yes" answers in the box below. Circle questions you don't know the answers to. Any Yes answer to questions 1, 2, 3, 4, 5, or 6 requires further medical evaluation which may include a physical examination. Written clearance from a physician, physician assistant, chiropractor, or nurse practitioner is required before any participation in UIL practices, games or matches.

1. Have you had a medical illness or injury since your last check-up or sports physical? Yes No
2. Have you been hospitalized overnight in the past year? Yes No
3. Have you ever passed out during or after exercise? Yes No
4. Have you ever had chest pain during or after exercise? Yes No
5. Do you get tired more quickly than your friends during exercise? Yes No
6. Have you ever had chest pain or skipped heartbeats? Yes No
7. Have you ever had high blood pressure or high cholesterol? Yes No
8. Have you ever been told you have a heart murmur? Yes No
9. Has a family member or relative died of heart problems or sudden unexpected death before age 50? Yes No
10. Has a family member been diagnosed with enlarged heart, (aortic dissection) pericarditis, or systolic dysfunction? Yes No
11. Were you ever told you have a heart murmur? Yes No
12. Has a physician ever ordered or restricted your participation in sports or any heart problem? Yes No
13. Have you ever been told you have a heart murmur? Yes No
14. Have you ever had a sprain, strain, or swelling after injury? Yes No
15. Have you ever had a broken bone or dislocated any joints? Yes No
16. Do you want to weigh more or less than you do now? Yes No
17. Do you feel tired all the time? Yes No
18. Have you ever been diagnosed with or treated for sickle cell trait or sickle cell disease? Yes No

Precautions Only

19. How severe was each one? Explain below.

20. Do you have frequent or severe headaches? Yes No
21. Have you ever had numbness or tingling in your arms, hands, legs, or feet? Yes No
22. Have you ever had a broken bone or dislocated any joints? Yes No
23. Are you missing any teeth? Yes No
24. Are you missing any teeth? Yes No
25. Do you have any allergies (for example, to pollen, medicine, food, or stinging insects)? Yes No
26. Do you have any current skin problems (for example, itching, rash, acne, warts, fungus, or blisters)? Yes No
27. Have you ever been ill from exercising in the heat? Yes No
28. Have you ever had problems with your eyes or vision? Yes No

It is understood that even though protective equipment is worn by the athlete, whenever needed, the possibility of an accident still remains. Neither the University Interscholastic League nor the school assumes any responsibility in case of an accident occurs.

If, in the judgment of any representative of the school, the above student should need immediate care and treatment as a result of any injury or sickness, I do hereby agree, authorizes, and consents to such care and treatment as may be given said student by any physician, athletic trainer, nurse or school representative. I do hereby agree to indemnify and save harmless the school and any school or hospital representative from any claim by any person on account of such care and treatment of said student.

If, between this date and the beginning of athletic competition, any illness or injury should occur that may limit this student's participation, I agree to notify the school authorities of such illness or injury.

I hereby state that the best of my knowledge, my answers to the above questions are complete and correct. Failure to provide truthful responses could subject the student to punishment determined by the UIL.

Student: Parent: Question Signature: Date:

This form must be on file prior to participation in any practice, scrimmage or contest before, during or after school.

For School Use Only:

This Medical History Form was reviewed by: Printed Name: Signature:
PREPARTICIPATION PHYSICAL EVALUATION -- PHYSICAL EXAMINATION

Student's Name ___________________ Sex _______ Age _______ Date of Birth ___________________

Height _______ Weight _______ % Body fat (optional) _______ Pulse _______ BP _______ (/ / /)
brachial blood pressure while sitting

Vision R 20/____ L 20/____ Corrected: ☐ Y ☐ N Pupils: ☐ Equal ☐ Unequal

As a minimum requirement, this Physical Examination Form must be completed prior to junior high athletic participation and again prior to first and third years of high school athletic participation. It must be completed if there are yes answers to specific questions on the student's MEDICAL HISTORY FORM on the reverse side. * Local district policy may require an annual physical exam.

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<th>ABNORMAL FINDINGS</th>
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MUSCULOSKELETAL

| Neck |        |                   |           |
| Back |        |                   |           |
| Shoulder/Arm |        |                   |           |
| Elbow/Forearm |        |                   |           |
| Wrist/Hand |        |                   |           |
| Hip/Thigh |        |                   |           |
| Knee |        |                   |           |
| Leg/Ankle |        |                   |           |
| Foot |        |                   |           |

*Station-based examination only

CLEARANCE

☐ Cleared
☐ Cleared after completing evaluation/rehabilitation for:

☐ Not cleared for: __________________________ Reason: __________________________

Recommendations: __________________________

The following information must be filled in and signed by either a Physician, a Physician Assistant licensed by a State Board of Physician Assistant Examiners, a Registered Nurse recognized as an Advanced Practice Nurse by the Board of Nurse Examiners, or a Doctor of Chiropractic. Examination forms signed by any other health care practitioner, will not be accepted.

Name (print/type) __________________________ Date of Examination: ______________

Address: __________________________

Phone Number: __________________________

Signature: __________________________

Must be completed before a student participates in any practice, before, during or after school, (both in-season and out-of-season) or games/matches.
ACKNOWLEDGEMENT OF RULES
Attention School Authorities: This form must be signed yearly by both the student and parent/guardian and be on file at your school before the student may participate in any practice session, scrimmage, or contest. A copy of the student's medical history and physical examination form signed by a physician or medical history form signed by a parent must also be on file at your school.

Student's Name __________________________ Date of Birth ________________
Current School ______________________________________________

Parent or Guardian's Permit
I hereby give my consent for the above student to compete in University Interscholastic League approved sports, and travel with the coach or other representative of the school on any trips. It is understood that even though protective equipment is worn by the athlete whenever needed, the possibility of an accident still remains. Neither the University Interscholastic League nor the high school assumes any responsibility in case an accident occurs. I have read and understand the University Interscholastic League rules on the reverse side of this form and agree that my son/daughter will abide by all of the University Interscholastic League rules. The undersigned agrees to be responsible for the safe return of all athletic equipment issued by the school to the above named student. If, in the judgment of any representatives of the school, the above student needs immediate care and treatment as a result of any injury or sickness, I do hereby request, authorize, and consent to such care and treatment as may be given to said student by any physician, athletic trainer, nurse, hospital, or school representative; and I do hereby agree to indemnify and save harmless the school and any school representative from any claim by any person whomever on account of such care and treatment of said student.

I have been provided the UIL Parent Information Manual regarding health and safety issues and my responsibilities as a parent/guardian. I understand that failure to provide accurate and truthful information on UIL forms could subject the student in question to penalties determined by the UIL. The UIL Parent Information Manual is located at www.uil.utexas.edu/athletics/manuals/pdf/parent_information.pdf.

Your signature below gives authorization that is necessary for the school district, its trainers, coaches, associated physicians and student insurance personnel to share information concerning medical diagnosis and treatment for your student.

To the Parent Check any activity in which this student is allowed to participate:

__Baseball __Football __Softball __Tennis __Wrestling
__Basketball __Golf __Swimming & Diving __Track & Field
__Cross Country __Soccer __Team Tennis __Volleyball

Date _________ Signature of parent or guardian ______________________________
Street address _______________________________________________________
City ___________________________ State _____________ Zip ______________
Home Phone ______________________ Business Phone ____________________

The student's signature is required on the second page of this form.
GENERAL INFORMATION
School coaches may not:
• Transport, register, or instruct students in grades 7-12 from their attendance zone in non-school baseball, basketball, football, soccer, softball, or volleyball camps (exception: school coaches may hold one 6-day camp in their school district for incoming 7th, 8th and 9th grade students),
• Give any instruction or schedule any practice for an individual or a team during the off-season except during the one in school day athletic period in baseball, basketball, football, soccer, softball, or volleyball.
• Schools and school booster clubs may not provide funds, fees, or transportation for non-school activities.

GENERAL ELIGIBILITY RULES
According to UIL standards, students are eligible to represent their school in interscholastic activities if they:
• are not 19 years of age or older on or before September 1 of the current scholastic year. (See 504 handicapped exception.)
• have not graduated from high school.
• are enrolled by the sixth class day of the current school year or have been in attendance for fifteen calendar days immediately preceding a varsity contest.
• are full-time day students in a participant high school.
• initially enrolled in the ninth grade not more than four calendar years ago.
• are meeting academic standards required by state law.
• live with their parents inside the school district attendance zone their first year of attendance. (Parent residence applies to varsity athletic eligibility only.) When the parents do not reside inside the district attendance zone the student could be eligible if: the student has been in continuous attendance for at least one calendar year and has not enrolled at another school; no inducement is given to the student to attend the school (for example: students or their parents must pay their room and board when they do not live with a relative; students driving back into the district should pay their own transportation costs); and it is not a violation of local school or TEA policies for the student to continue attending the school. Students placed by the Texas Youth Commission are covered under Custodial Residence (see Section 442 of the Constitution and Contest Rules).
• have observed all provisions of the Awards Rule.
• have not represented a college in a contest.
• have not been recruited. (Does not apply to college recruiting as permitted by rule.)
• have not violated any provision of the summer camp rule.
Incoming 10-12 grade students shall not attend a baseball, basketball, football, soccer, or volleyball camp in which a seventh through twelfth grade coach from their school district attendance zone, works with, instructs, transports or registers that student in the camp. Students who will be in grades 7, 8, and 9 may attend one baseball, one basketball, one football, one soccer, one softball, and one volleyball camp in which a coach from their school district attendance zone is employed, for no more than six consecutive days each summer in each type of sports camp. Baseball, Basketball, Football, Soccer, Softball, and Volleyball camps where school personnel work with their own students may be held in May, after the last day of school, June, July and August prior to the second Monday in August. If such camps are sponsored by school district personnel, they must be held within the boundaries of the school district and the superintendent or his designee shall approve the schedule of fees.
• have observed all provisions of the Athletic Amateur Rule.
Students may not accept money or other valuable consideration (tangible or intangible property or service including anything that is usable, wearable, salable or consumable) for participating in any athletic sport during any part of the year. Athletes shall not allow their names to be used for the promotion of any product, plan or service. Students who inadvertently violate the amateur rule by accepting valuable consideration may regain athletic eligibility by returning the valuable consideration. If individuals return the valuable consideration within 30 days after they are informed of the rule violation, they regain their athletic eligibility when they return it. If they fail to return it within 30 days, they remain ineligible for one year from when they accepted it. During the period of time from when students receive valuable consideration until they return it, they are ineligible for varsity athletic competition in the sport in which the violation occurred. Minimum penalty for participating in a contest while ineligible is forfeiture of the contest.
• did not change schools for athletic purposes.

I understand that failure to provide accurate and truthful information on UIL forms could subject the student in question to penalties determined by the UIL.
I have read the regulations cited above and agree to follow the rules.

Date Signature of student
# KISD Athletic Department Athletic Participation

All athletic participants are required to obtain a yearly physical examination prior to participation in games, practices, try-outs, workouts (in-season or out-of-season).

The physical examination is to be completed by either a Physician as licensed by the Texas Medical Examiners Board (M.D. or D.O.), a Physician Assistant licensed by a State Board of Physician Assistant Examiners, or a Registered Nurse recognized as an Advanced Practice Nurse by the Board of Nurse Examiners.

Also, the **Athletic Participation, UIL Rules, Medical History, Steroid Use/Testing forms and Emergency Information Card** are to be completed and on file yearly prior to participation in games, practices, try-outs, and workouts (in-season or out-of-season). Including all Athletic Periods.

Please PRINT all information in BLUE OR BLACK INK ONLY – other ink colors, pencil, or “trace over” will not be accepted.

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Grade</th>
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</thead>
</table>

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**Assumption of Risk & Release of All Claims**

All athletes will be coached, instructed and conditioned to compete at the peak of their abilities. Along with competition and effort to acquire excellence is the reality of possible injury. Each coach is aware of the dangers and will make every effort to prevent injuries with proper conditioning, protective equipment and safety practices. However, not all injuries are preventable and SEVERE INJURIES OR EVEN DEATH CAN OCCUR DURING ATHLETIC PARTICIPATION. Neither the UIL nor the KISD assumes any responsibility in case an accident occurs.

I understand the possible risk of injury present in the athletic participation. I hereby release and discharge KISD, its agents, employees and officers from any and all claims, demands, actions, judgments and executions which I may have or which my heirs, executors, administrator or assigns may have or claim to have against the KISD, its agents, employees, officers, parent-volunteer, successors in interest or assigns for all personal injuries, known or unknown, and to all known or unknown injuries to property, real or personal, caused by or arising out of participation in athletics including travel and related activities.

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**Athletic Insurance Coverage**

The KISD Athletic Department does not provide athletic insurance for athletes. The Athletic Department and KISD recommends that each athlete have their own insurance. The District has information on various insurance coverage policies that can be purchased by individuals. The policy pays according to a schedule of benefits set by the insurance provider. I understand that KISD will not provide insurance for my child while in athletics and that any injury sustained by my child will be my sole financial responsibility.

Parent/Guardian Signature: ___________________________ Date: ____________

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**University Interscholastic League**

**Parent and Student Agreement/Acknowledgement Form**

**Anabolic Steroid Use and Random Steroid Testing**

- Texas state law prohibits possessing, dispensing, delivering or administering a steroid in a manner not allowed by state law.
- Texas state law also provides that body building, muscle enhancement or the increase in muscle bulk or strength through the use of a steroid by a person who is in good health is not a valid medical purpose.
- Texas state law requires that only a licensed practitioner with prescriptive authority may prescribe a steroid for a person.
- Any violation of state law concerning steroids is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.

**STUDENT ACKNOWLEDGEMENT AND AGREEMENT**

As a prerequisite to participation in UIL athletic activities, I agree that I will not use anabolic steroids as defined in the UIL Anabolic Steroid Testing Program Protocol. I have read this form and understand that I may be asked to submit to testing for the presence of anabolic steroids in my body, and I do hereby agree to submit to such testing and analysis by a certified laboratory. I further understand and agree that the results of the steroid testing may be provided to certain individuals in my high school as specified in the UIL Anabolic Steroid Testing Program Protocol which is available on the UIL website at www.uil.texas.edu. I understand and agree that the results of steroid testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by UIL.

Student Name (Print): ___________________________ Grade (9-12): _______

Student Signature: ___________________________ Date: ____________

PARENT/GUARDIAN CERTIFICATION AND ACKNOWLEDGEMENT

As a prerequisite to participation by my student in UIL athletic activities, I certify and acknowledge that I have read this form and understand that my student must refrain from anabolic steroid use and may be asked to submit to testing for the presence of anabolic steroids in his/her body. I do hereby agree to submit my child to such testing and analysis by a certified laboratory. I further understand and agree that the results of the steroid testing may be provided to certain individuals in my student’s high school as specified in the UIL Anabolic Steroid Testing Program Protocol which is available on the UIL website at www.uil.texas.edu. I understand and agree that the results of steroid testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject my student to penalties as determined by UIL.

Name (Print): ___________________________ Signature: ___________________________ Date: ____________

Relationship to student: ___________________________
ATHLETIC EMERGENCY CARD

Name: ________________________________ Date of Birth: ___________

Last   First   M.I.

Father’s Name: ___________________________ Home Phone: __________________

(Guardian) Cell Phone: __________________ Work Phone: __________________

Mother’s Name: ___________________________ Home Phone: __________________

(Guardian) Cell Phone: __________________ Home Phone: __________________

List 2 neighbors or relatives who will assume temporary care of your child if you cannot be reached:
1. Name: _____________________________ Number: ______________
2. Name: _____________________________ Number: __________________

List any Medical conditions your child may have: _______________________________ __________________________________________________________________________

List any Medications, Inhaler(s), or Epipens your child is currently using: ____________ __________________________________________________________________________

Insurance Information
Name of Insurance or Company: _____________________________________________
Policy #: __________________________ Group: ________________________________

Name of primary person insured: _____________________________________________

I hereby grant permission for employees of Kingsville ISD and/or its team or designated physician to secure medical services that are for the athlete’s best interests. It is understood that neither the UIL nor the School District assumes any responsibility in case an accident occurs. The KISD Athletic Department does not provide athletic insurance for athletes. I understand that KISD will not provide insurance for my child while in athletics and that any injury sustained by my child will be my sole financial responsibility.

Parent/Guardian Signature ___________________________ Date __________________
TEAM TRAVEL CHECKLIST
(Forms to be completed & submitted to Athletic Secretary at least 21 days prior to trip – to be approved by Athletic Director)

TRAVEL CHECKLIST FORM TO COMPLETE

____ Request approval for travel REQUISITION FOR BUS TRANSPORTATION
____ Request meals & mileage TRAVEL ADVANCE REQUEST

(Attach copy of play information or schedule)
____ Request entry fee (if any) SUPPLY REQUISITION

____ Request for student absences EXTRACURRICULAR ACTIVITIES/ABSENCES
(Attach copy of play information or schedule, make a note if you want to take or have the check mailed)

____ Request check for hotel SUPPLY REQUISITION
(Attach faxed copy of hotel confirmation with the total amount due. Remember we will only pay CITY or LOCAL tax, never state or federal tax. Also include play information, schedule, or flyer.)

____ Athletic Trip Itinerary ATHLETIC TRIP ITINERARY
(Must be on file with the Athletic Director and the Principal before any trips)

UPON RETURN FROM TRAVEL
(Next working day after return---submit to Athletic Secretary for approval by Athletic Director after which time completed forms will be sent to Accounts Payable):

____ Complete the TRAVEL EXPENSE REPORT with ALL receipts attached. Receipts may not be hand written. They must have the restaurant name on them (somewhere). Make sure you never pay TAX and that you don’t go over $6.00 per person. you must have their real name, (not nickname) typed out, and their ID#, These lists must be attached as a roster with the above paperwork.

____ When money is due back to the district, this money should be returned with the TRAVEL EXPENSE REPORT. DETAILED RECEIPTS ARE REQUIRED FOR ALL EXPENSES THAT INVOLVE STUDENTS.
KINGSVILLE INDEPENDENT SCHOOL DISTRICT

ATHLETIC TRIP ITINERARY

THIS FORM MUST BE COMPLETED WHENEVER STUDENTS ARE TAKEN ON ATHLETIC TRIPS.

A CONTACT LIST OF STUDENTS MAKING THE TRIP ALONG WITH PARENT OR GUARDIAN’S PHONE NUMBERS AND ADDRESS MUST ACCOMPANY THIS ITINERARY.

A COPY OF THIS FORM MUST BE GIVEN TO THE ATHLETIC DIRECTOR AND THE CAMPUS PRINCIPAL BEFORE DEPARTING THE CAMPUS.

SCHOOL: __________________________ TEAM: ______________

DATE: __________ SITE OF CONTEST: ________________________

ANTICIPATED DEPARTURE TIME: ________________________

ANTICIPATED RETURN TIME: ________________________

FORM OF TRANSPORTATION: __________________________________________

OTHER PERTINENT INFORMATION: (LODGING, MEAL SITES, HOW TO BE CONTACTED, PHONE NUMBERS, SPECIAL ACTIVITIES, ETC.)

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________

COACH’S SIGNATURE

Retain 1 copy for your records
I copy each to: Athletic Director & Principal
Kingsville Independent School District
Advance Travel Request

Account Number(s)

Name of Employee: ___________________________ Campus: _______________________

Date & Time of Departure: ______________________

Date & Time of Return: _______________________

Destination/Purpose of Travel: ____________________________

Number of Students: __________________________ Number of Adults: ____________________

Automobile mileage (personal vehicle only):

Miles @ .565 cents ................................................. $ 

Estimated other Travel Expenses:

Meals ..................x $7.00= ...................(B) ..................x $11.00= ..................(L) ..................x $18.00= ..................(D) ..................$

Parking/Garage Usage .......................................................... $ 

Total Advance Requested .............................................................. $ 

Receipts required on:

• Hotel/Parking/Garage
• Student Meals

Under an accountable travel reimbursement plan, I am required to adequately account to KISD for this advance and to return any receipts and excess funds within ten (10) days after return from trip.

If I fail to submit a travel expense report, receipts and excess funds, within 10 business days from date of return, this is my authorization to KISD to deduct the full amount of the advance travel funds from my payroll check.

Signature of Employee ________________________ Date ________________________

To avoid delay of payment, complete this form in its entirety.

Signature of Supervisor ________________________ Date ________________________

Director of Finance/Accounting Supervisor ________________________ Date ________________________

*Meal reimbursement not to exceed:

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<tr>
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<th>Adul.</th>
<th>Student</th>
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<tr>
<td>Breakfast</td>
<td>$7.00</td>
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<td>Lunch</td>
<td>$11.00</td>
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<tr>
<td>Dinner</td>
<td>$18.00</td>
<td>$7.00</td>
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</table>

*Must leave prior to 6:00 a.m. to receive breakfast.
*Must return after 8:00 p.m. to receive dinner.
MEAL REQUEST FORM - ATHLETICS

Kingsville ISD Foodservice Department

TYPE OF MEAL: (circle one) LUNCH DINNERT

REQUEST DATE:

DATE OF EVENT & LOCATION:

PICK-UP TIME:

PICK-UP PLACE:

CONTACT PERSON/Sport:

NUMBER OF MEALS:

REIMBURSEABLE LUNCH MEALS: (select an option & type of bread)

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<tr>
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<th>Sliced Bread</th>
<th>Hoggie Bun</th>
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<tr>
<td>OPTION 1: HAM &amp; CHEESE</td>
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<tr>
<td>OPTION 2: TURKEY &amp; CHEESE</td>
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DINNER MEALS: (select an option, type of bread, & milk option)

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<th>Hoggie Bun</th>
<th>Milk</th>
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<td>OPTION 2: TURKEY &amp; CHEESE</td>
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<td>OPTION 3: CHICKEN SALAD</td>
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<td>OPTION 4: TUNA SALAD</td>
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STANDARD WITH ALL MEALS PER STUDENT:

FRESH FRUIT  MUSTARD
FRESH VEGETABLE  MAYONNAISE
CHIPS  UTENSIL KIT
MILK (unless noted on dinner meals)  PICKLE
GATORADE

1. Must give all items to every student with a lunch meal including the milk.
2. Must complete paperwork for lunch meals.
3. Must complete and return request to the FS department two weeks in advance of event date.

SIGNATURE  DATE

Questions: 592-3387; EXT:8102  Alexa Carrier, Food Service Director
# MEAL CHECK OFF TALLY

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**TOTAL MEALS SENT BY FS:**

**TOTAL NUMBER OF STUDENTS PRESENT:**

**TOTAL STUDENTS RECEIVED MEAL:**

**LEFTOVERS (return to cafeteria/LUNCH ONLY):**

**SIGNATURE**

**DATE**
REQUISITION for BUS TRANSPORTATION
Kingsville Independent School District
Kingsville, Texas

Date of Requisition: ____________ Requisition Number: ________________

Name of Driver:
________________________________________________________

Date of Trip:
________________________________________________________

Number of Buses: _________ Number of Students: _________________

Purpose of Trip:
________________________________________________________

Destination:
________________________________________________________

Place Leaving:
________________________________________________________

Time Picking up Bus: ______________ Time Leaving: _____________

Time Returning to Kingsville:
________________________________________________________

Requested By: __________________________

APPROVED: __________________________

Athletic Director
Kingsville Independent School District
Travel Expense Report

Note: This report must be returned to the Finance Office within ten (10) days after return from trip. Hotel/Motel and Parking receipts must be attached.

Account Number(s):

Requisition or PO #: ______________________________

Name of Employee: ________________________________
Campus: ____________________________

Date & Time of Departure: __________________________
Date & Time of Return: __________________________

Destination/Purpose of Travel: ______________________

Number of Students: ____________  Number of Adults: ____________

<table>
<thead>
<tr>
<th>Total Expenses</th>
<th>Advance</th>
<th>Actual</th>
<th>Difference</th>
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<tbody>
<tr>
<td>Mileage ( ) @ .565 cents</td>
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<tr>
<td>*Meals</td>
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<td>Hotel/Motel</td>
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<td>Other/Parking</td>
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<tr>
<td>Totals</td>
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</table>

*Meal reimbursement not to exceed:

<table>
<thead>
<tr>
<th></th>
<th>Adult</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$ 7.00</td>
<td>$ 5.00</td>
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<tr>
<td>Lunch</td>
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<td>$ 6.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$ 18.00</td>
<td>$ 7.00</td>
</tr>
</tbody>
</table>

Amount Due to Employee: $ ____________
Amount Due to KISD: $ ____________

To receive meal reimbursement you must list the following:
Business Associate(s) Name: __________________________

Topic(s) Discussed: __________________________

Signature of Employee: __________________________
Date: __________________________

Director/Coordinator: __________________________
Date: __________________________

Signature of Supervisor: __________________________
Date: __________________________

Assistant, Sup., For Support Services/Dir. of Finance: __________________________
Date: __________________________

Note: 1) Receipts are required for student and non-employee meals.
2) Receipts are required for hotel, parking and other expenses for employees.
KINGSVILLE INDEPENDENT SCHOOL DISTRICT
KINGSVILLE, TEXAS

BUS TRIP REPORT

NOTE:
1. Report on all trips other than regular bus routes.
2. Mileage must be taken before and after each trip.
3. Report must be filled out COMPLETELY, otherwise payment will not be considered.

DATE OF TRIP: __________________ BUS NUMBER: __________________

TRIP: FROM ________________________       TO _______________________

Name of School Destination

Purpose of Trip/sport:

________________________________________________________________________

Sponsor of Trip (Class, Club, etc.):

________________________________________________________________________

Speedometer Reading:
End of Trip: ______________________________
Start of Trip: ______________________________
Miles Driven: _____________________________

Time Bus Picked Up: ________________ M       Date: _________
Time Bus Returned: ________________ M       Date: _________

Describe any malfunction of the bus:__________________________________________
________________________________________________________________________
________________________________________________________________________
## Extracurricular Activities/ Absences

<table>
<thead>
<tr>
<th>Student Activity</th>
<th>Date</th>
<th>Time/Depart</th>
<th>Description</th>
</tr>
</thead>
</table>

**Student Name & ID#**

---

**Principal’s Approval**

I, _____________________ the coach / teacher for _____________________, do hereby certify

Name

Name of Activity

that the students listed above are eligible to participate in UIL extracurricular activities as specified in TEC 21.920 (b). I have personally verified ALL grades for the previous six weeks in the office. I have also verified that none of the students have used all of their allowable student – activity absences.

____________________________

Signature
My son/daughter, ___________________________ , needs to go to and/or return from ___________________________ with ___________________________

Name Destination of Trip Adult Drivers Name

by ___________________________ at ___________________________

Car, Bus, Etc… Departure Time

The reason for this alternate method of travel is ________________________________

I hereby release and hold harmless the Kingsville Independent School District, its Trustees, employees, and agents from any and all liability in connection with this alternate method of travel for this school trip.

__________________________________________      ________________________________________

Parent/Guardian Signature                                      Date

Signature of principle or designee                                    Date

KINGSVILLE INDEPENDENT SCHOOL DISTRICT – ATHLETIC DEPARTMENT WAIVER OF ALTERNATE STUDENT TRAVEL FOR SCHOOL EVENTS
Athletic Inventory for ____________  School Year __________

<table>
<thead>
<tr>
<th>Equipment</th>
<th>New</th>
<th>Used</th>
<th>Disposable</th>
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<tbody>
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</table>
Application for Reservation of Public School Facilities

Date of Application: _______________________________________________________
Facility to be Reserved: ____________________________________________________
Purpose: ________________________________________________________________
Responsible Group or Organizations: _________________________________________

The above group/organization desires to use the above listed school facility on:

DATE: _______________________________     HOURS: ________________ TO: _________________

The applicant is authorized to negotiate and sign the application on behalf of the above group or organization; he/she is familiar with the regulations adopted by the Board of Trustees and the administration, a copy of which is acknowledged, and pledges his/her organization to comply with them, and to be responsible for damages to school property growing out of such usage beyond regular and usual wear and tear. The responsible person agrees to follow any and all rules established by the campus principals.

NAME: ______________________________
SIGNATURE: ________________________
TITLE: ______________________________
ADDRESS: __________________________
PHONE: _____________________________

REQUIRED: (from the campus location)

____ Approval to submit Request                       Principal/Director/Supervisor    Date
____ Disapproved to submit Request

**FOR OFFICE USE ONLY**

DISPOSITION:

____ Approved
____ Disapproved                       Chief Administrative Officer

MEMORANDUM: (fees to be collected prior to activity) Services Fee Payable to KISD  $  ___________

____ Custodian(s) to be furnished                      Suprv/Custodian/Café Mgr.
____ Supervisor(s) to be furnished                       Fee payable to:__________________________
____ Cafeteria Mgr. to be furnished                   __________________________

TOTAL DUE:  $  __________________
DATE SCHOOL NOTIFIED: ______________________

COPIES SENT TO:__________________________________________

TOTAL DUE:
DATE SCHOOL NOTIFIED:

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M. ADDENDUMS

PARTICIPANT HANDBOOK

Circle One: GIRLS BOYS COED

SPORT: ______________

Participant/player handbook MUST include the following:

☐ State mission / philosophy of program
☐ Competition schedules
☐ Workout schedules
☐ UIL Eligibility calendar
☐ Holiday schedules and expectations
☐ Rules, team regulations, standards of dress, consequences for misbehavior of any kind
☐ Drug & alcohol expectations – include KISD Extra Curricular Policy
☐ Explain letter awards / awards / end of season banquet: (date scheduled:____________________)
☐ Travel protocol – game day, out-of-town, exception policy – documents included
☐ Injury protocol
☐ Fundraising expectations if any (statement if it does not apply to the program)
☐ Nutritional & hydration guidelines
☐ Academic expectations / study hall /tutoring
☐ Uniform & equipment care / replacement & loss expectations
☐ Signature acknowledgement form – parent / participant (or provide sign-in sheet at meeting)

☐ Parent expectations:
  • Academic support expectations
  • Communication protocol
  • Booster Club – statement that generally states “we invite all people to attend …to promote and support the program.”
  • Game day behavioral standards /expectations

Campus Coordinator: ____________________________ Date: ____________________

Head Coach: ____________________________ Date: ____________________

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# 2013-2014 Kingsville ISD Dates for UIL Eligibility

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>End of Six Weeks Grading Period</th>
<th>Lose Eligibility for 3 Weeks or Regain Eligibility for Six Weeks</th>
<th>3 Week Evaluation Period for Students Ineligible at end of Six Week Grading Period*</th>
<th>Regain Eligibility After 3 Week Evaluation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Six Weeks</td>
<td>Friday - Oct. 4</td>
<td>Friday - Oct. 11</td>
<td>Monday Oct. 7 - Friday Oct. 25 (For students ineligible after 1st six weeks)</td>
<td>Friday - Nov. 1</td>
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<tr>
<td>2nd Six Weeks</td>
<td>Friday - Nov. 15</td>
<td>Monday - Nov. 22</td>
<td>Monday Nov. 18 - Friday Dec. 6 (For students ineligible after 2nd six weeks)</td>
<td>Friday - Dec. 13</td>
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<tr>
<td>3rd Six Weeks</td>
<td>Friday - Jan. 10</td>
<td>Friday - Jan. 17</td>
<td>Monday Jan. 13 - Friday Jan. 31 (For students ineligible after 3rd six weeks)</td>
<td>Friday - Feb. 7</td>
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<tr>
<td>4th Six Weeks</td>
<td>Friday - Feb. 21</td>
<td>Friday - Feb. 28</td>
<td>Monday Feb. 24 - Friday Mar. 21 (For students ineligible after 4th six weeks)</td>
<td>Friday - Mar. 28</td>
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<tr>
<td>5th Six Weeks</td>
<td>Friday - April 11</td>
<td>Friday - April 18</td>
<td>Monday April 14 - Friday May 2 (For students ineligible after 5th six weeks)</td>
<td>Friday - May 9</td>
</tr>
<tr>
<td>6th Six Weeks</td>
<td>Friday - May 30</td>
<td>Students are Academically Eligible During Summer Recess</td>
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</tbody>
</table>

* Grades are not cumulative. Only grades taken during the three week period should be considered.

** All students are eligible during Thanksgiving, Christmas Holidays and Spring Break.

This form is provided by the Athletic Director of Kingsville Independent School District

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