



2024-2025 Athletic Department Handbook

Updated 7/22/2024





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Mission Statement

The mission of Hays CISD, an innovative community of learners that values the diversity and legacy of the people, is to nurture students to become extraordinary citizens through unique, personal educational experiences.

We Believe That....

- *Cultivating positive relationships is the cornerstone of success*
- *Valuing diversity enriches and strengthens performance*
- *High expectations and hard work dramatically affect performance*
- *Balance in life is essential to well-being*
- *Every person has inherent value and deserves respect*
- *Every person has an innate curiosity and a desire to learn*
- *Every person is a learner and a teacher*
- *Fostering community is essential for individual and collective prosperity*
- *Choices we make today determine our future and the future of our planet*
- *Safety is paramount to success; risk is essential to achieving greatness*
- *Integrity requires open, honest communication*
- *Allocation of resources reflects the values of the organization*
- *Recognizing and addressing unique abilities and needs generate powerful*
- *Outcomes the power of possibility and change fuels opportunity and achievement*

University Interscholastic League (UIL) Athletic Code

Click above for LINK to UIL Athletic Code

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.

(a) THE ATHLETIC CODE. The general Athletic Code means to:

- (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 decisions 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 recreational 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 the local 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 be subject to penalty 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) 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.

(b) THE ATHLETIC CODE FOR COACHES. The code for athletic sponsors includes the principles described in Subsection (a) and the purposes listed in Section 1200. Further, the coach's code includes:

- (1) Being aware of, understanding, and following all rules governing the competition for which the coach is responsible.
- (2) The coach must inform their immediate supervisor, in writing, the next school day after a contest if one is ejected from that contest for unsportsmanlike actions, or in football, if one is given two 15-yard unsportsmanlike penalties during one contest, knowing that such conduct will receive an automatic penalty.
- (3) Treating athletes based on what is best for the education, general welfare, and health of the student.
- (4) Displaying 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 that 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 that 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 grades 9 - 12
 - b. from the coaches 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 that 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 and other illegal drugs.
- (18) Disclosing to opposing schools any known conflict of interest with an assigned sport's official prior to a contest.

Hays CISD Extracurricular Code of Conduct LINK

Athletic Coach Expectations and Requirements

Professional Expectations

Professional conduct must be in accordance with the **Hays CISD Employee Handbook** and the campus employee handbook if applicable. The athletic department professional expectations exceed the general professional expectations of the district because coaches are in an influential role in a student's life. It is the responsibility of the coach to understand and follow all state, district and UIL rules and the possible consequences if a rules violation occurs. These professional expectations are listed in alphabetical order for easy reference, **NOT** in order of importance.

Athlete Security D2/S5

Coaches are responsible for the safety of the student athletes, including managers and athletic training student aids, until a parent or parent approved ride arrives to pick up the student. **Never leave any student(s) to wait alone without adult supervision.** Coaches should be the first to arrive for any team event and the last to leave.

Dress Code

Classroom: Staff must adhere to the professional dress expectations of the campus principal.

Practice: Appropriate athletic attire. No tank tops or revealing clothing.

Competition: Professional dress that allows for proper instruction during competition. No tank tops or revealing clothing.

Extra Duty

Coaching is a full time job and there will be times when you will be assigned to work even though your sport is not in season. Coaches are expected to handle all assignments with a professional and positive attitude.

Examples of extra duty assignments:

- Bus Driving: It is required that all coaches acquire their bus driving certification and license (unless cleared by the athletic coordinator for medical reasons or circumstances deemed acceptable).
- You may be asked to work various tournaments or meets.
- Head coaches of all sports may ask their assistants and middle school staff to scout and attend pre-season practices.
- Meeting officials at various games or acting as administrators in charge.
- Filming for varsity, junior varsity, or freshman games.
- Gatekeeper: Coaches may be assigned to keep the gate for various events. (This is a paid position.)
- Clock Keeper/Score Keeper: Coaches may be assigned for various sports.
 - Varsity workers will be paid to keep the clock or book at the District published rate.
 - Middle school workers will be paid to keep the clock or book at the District published rate.

Instruction D5/S23

Quality instruction is essential to the success of an athletic program. It is the responsibility of the coach to provide quality instruction based on proven theories and techniques of coaching. In an effort to achieve excellence in our athletic coaches, Hays CISD has aligned this handbook and the coaching evaluations to the National Standards for Sport Coaches.

Planning and Scheduling

All athletic absences must be in accordance with Administrative Procedure D-41 - Athletic Absence Procedure.

Schedules will be made in accordance with the UIL, District Executive Committee (DEC) and Hays CISD requirements. When possible, contests will be scheduled to allow the minimum amount of time lost to the academic day. It is the responsibility of the coach to ensure that all schedules are approved by the athletic coordinator and the campus principal prior to distribution. Any team travel other than post-season and district play outside of the 50 mile radius will be at the expense of the individual program. See also "Game Scheduling and Site Selection" in Section III of this handbook.

Coaches are teachers first. When requesting an absence for athletic department business, the minimum amount of time possible should be requested. All athletic related absences MUST be approved by the athletic coordinator AND the campus principal prior to the date requested. If approval is not granted before the absence, the employee will be required to use personal leave.

Middle school coaching absences: The campus athletic coordinator will submit a list of requested absences to the high school athletic secretary 3 weeks prior to the beginning of the season for each sport. This list will be approved at the discretion of the athletic coordinator. The approved list will be sent from the athletic secretary to the campus principal and secretary for approval. Any additional absences will be approved on a case-by-case basis through the same process.

Athletes are students first. All efforts should be made to keep students in class for the maximum time possible.

Player Injuries D2/S9

All injuries are to be taken seriously by the coaching staff. Each injury should be evaluated by the athletic training staff and a referral made if necessary. If an athletic trainer is not available or it is an away contest, it is the responsibility of the coach to notify the athletic training staff of the injury.

Provide Medical Assistance D2/S10

Every coach will maintain a current certification in Cardio Pulmonary Resuscitation (CPR), Automatic External Defibrillator (AED) and First Aid. It is the responsibility of each coach to provide medical assistance within his or her scope of training to an injured person until advanced medical help arrives.

Responsibility to Provide a Parent and Player's Handbook D1/S1

Each high school athletic department is required to produce a parent and player handbook for the high school and feeder pattern campuses. The handbook must be approved by the principal and Athletic Director. All policies in the handbook must be reviewed with parents and students before the commencement of each sport season. If an individual school desires to add policies to the department handbook, the athletic coordinator and Athletic Director must approve the additional documents.

Safe Playing Environment D2/S5

Hays CISD is committed to providing a safe playing environment for all students. Coaches are to inspect the playing surface or facility before practices and games and remove or report any potential hazards.

Supervision D2; D7/S30; D7/S36

The coach is responsible for supervising all areas and activities specific to the sport and area assigned. Specifically, the coaching staff must develop a well-organized plan to supervise and secure all athletic facilities; including but not limited to: gyms, locker rooms, weight rooms, storage areas, and playing fields.

Coaches must exhibit care when supervising and instructing students. Careful observation is needed to prevent unsafe actions of the students or actions that are beyond the capability of the student. The coach should understand the performance level of each student so that activity level may challenge students within an acceptable range. Coaches cannot be the absolute guarantor of the safety of their sports but they are expected to exhibit care and professional judgment.

Teamwork

The coaching staff at each school and within feeder patterns must exemplify teamwork. All coaches are expected to work Hays CISD sponsored activities when requested by the athletic department, coordinator, or the principal. If these events conflict with the academic day, all substitute requests must be approved by the athletic coordinator, middle school coordinator (if applicable) and the campus principal.

Transportation D7/S36

All student transportation will be in accordance with board policy FMG (LOCAL). Students shall ride in district provided transportation to and from events. An exception can be granted if a parent requests in writing for their student to ride with the parent or with another adult designated by the parent. Coaches should never transport students in personal vehicles.

Personnel Expectations

Athletic Personnel Philosophy

It is of the utmost importance that Hays CISD hire and retain quality teachers and coaches. First and foremost, coaches are expected to be excellent classroom teachers.

Assignment of Coaches D7/S32

The athletic coordinator and the campus principal are responsible for assigning or reassigning coaches in the best interest of the district. A reassignment may be made for disciplinary reasons when termination of employment is deemed too harsh for the offense. These decisions will always be made in the best interest of the students and the district. The athletic coordinator or designee must approve, of each coaching assignment at his or her campus and within their feeder pattern.

Chain of Command

To promote efficiency and sound decision making, employees are to follow the chain of command when they have suggestions for improvement or problems arise within the athletic department. Coaches are to report to their immediate supervisor first before moving to the athletic or campus coordinator, principal or Athletic Director.

Evaluation D8/S38 &40

Coaches will be evaluated with the Hays CISD Athletic Coach Evaluation forms at least once per school year. (Forms are located in the references section of this handbook.) A coach can be evaluated twice per school year if deemed necessary by the principal, athletic coordinator, or Athletic Director.

Position	Evaluator
Athletic Coordinator	HS Principal and Athletic Director (Professional Appraisal)
HS Girls Coordinator	Athletic Coordinator
HS Head Coach	Athletic Coordinator
HS Assistant Coach	Athletic Coordinator with input from head coach
MS Coordinator	Athletic Coordinator and MS Principal
MS Coach	MS Coordinator with input from MS Principal, and Athletic Coordinator
Athletic Secretary	Athletic Coordinator (Professional Appraisal)
Athletic Trainer	Athletic Coordinator (Professional Appraisal)
Graduate Assistant Athletic Trainer	Athletic Trainers, MS Coordinator, Athletic Coordinator

Athletic Department Procedures and Operations

Policies are listed in alphabetical order for easy reference, **NOT** in order of importance.

ALL LOCAL BOARD POLICIES CAN BE FOUND BY CLICKING [HERE](#)

Athletic Department Meetings D7

The District will conduct an athletic department orientation and policy review each July/August for new and returning staff members.

Regular meetings will be scheduled for the head coaches on each high school campus with the athletic coordinator. It is the responsibility of the head coach to disseminate information back to their staff, when appropriate, from these meetings. Agenda item suggestions can be made at any time to the athletic coordinator, secretary or director of extra and co-curricular activities.

All middle and high school coordinators will meet as a district two - three (2-3) times a year at a minimum.

Athletic Equipment D2/S6

It is the expectation of the district that all equipment be stored and secured at the conclusion of a practice, game or event. Equipment will be issued to students as each sport requires and will be returned at the conclusion of the season or school year. All equipment that is not returned must be accounted for and must be paid for by the student-athlete which will then be deposited into that specific sport's activity fund for replenishment. School equipment will be inventoried on a regular basis and records kept in [Rank One](#).

It is the responsibility of the head coach to ensure that all protective equipment is cataloged and maintained on a regular basis. Detailed maintenance and reconditioning logs will be kept for all school issued protective equipment as stated in board policy FM (LEGAL) and in accordance with UIL policies.

Athletics department issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches. School district athletic equipment will not be loaned to outside groups except with the approval of the athletic coordinator and athletic director. This approval must be in writing and is reserved for exceptional circumstances.

Athletic Periods

Student athletes will be engaged in conditioning or sport specific activity during athletic periods. Athletic period time should be maximized in order to optimize student learning and increase performance. Enrollment in the athletic class period may be limited by the head coach with approval from the athletic coordinator. Students who do not obtain the appropriate clearance paperwork (i.e. physical), should be removed by the end of the first week of the semester.

Attendance

Coaches are expected to be present at all team functions, practices and games. Coaches are expected to travel with the team to and from activities. Any deviation from this policy must be approved prior to the event by the athletic coordinator in accordance with other policies listed in this manual and in district administrative procedures.

Students are expected to be present at school each day. If a student is absent from school, practice, or a team event, they are expected to contact their coach in regards to the absence.

Banquets D8/S38 & 39

Athletic banquets are reserved for recognition of varsity athletes only. Other athletic awards to recognize sub-varsity and middle school athletes should be given at other campus awards ceremonies.

Booster Club D7/S33

Booster clubs within Hays CISD must follow the district booster club guidelines. All coaches are expected to be familiar with the district policies and booster club registration process as well as all [UIL booster club guidelines](#). Each booster club must have a faculty sponsor as well as campus approval to operate in the district. Information can be found under the community tab on the district website or at: <https://www.hayscisid.net/site/Default.aspx?PageID=129>

Other booster club information can also be found in the resources tab of this manual.

Budgeting D7/S33

The athletic department budget is dispersed at the discretion of the athletic coordinator to individual programs. All purchasing must be in accordance with Hays CISD guidelines and policies. The athletic secretary will place all purchase orders for the high school and middle schools. The head coach of each sport is ultimately responsible for the supply budget for that sport.

The head coach is responsible for:

- Staying within the program supply budget – any overages will be taken from available activity funds for the program
- Gathering quotes or bids in accordance with purchasing department policy
- Obtaining approval from the athletic coordinator for purchases
- Giving the purchasing information to the athletic secretary in a timely manner
- Keeping an accurate inventory of all supplies and uniforms
- Communicating with the athletic coordinator before any large purchase(s)

CDL and Bus Driving D7/S30 & 36

Coaches are expected to have and maintain their CDL and bus driving certification unless otherwise restricted via medical doctor's orders. Any exceptions to this must be approved by the athletic coordinator and documented by a medical doctor.

Employee Travel

Employee travel must be in accordance with established district policies and procedures. Athletic travel procedures are outlined in **Administrative Procedure D-41 – Athletic Absence Procedure located on the X Drive**. The following items outline concerns specific to athletics:

- All travel forms must be completed in advance and filed with the high school athletic secretary.
- All professional travel associated with athletics must be approved by the high school athletic coordinator.
- All absences during the school day are subject to approval by the campus principal and athletic coordinator. Any sub-requests for athletic purposes can only be submitted by the athletic secretary (HS level) and must be approved in advance by the athletic coordinator or individual will be responsible for the substitute cost.

End of Season Reporting D8/S37

All reports will be pulled from the Rank One system. Reports are to be finalized in Rank One two weeks after the conclusion of the season. The "End of Season Report" is a completed schedule from Rank One with results included. The "End of Season Roster" is an accurate team roster for each sport.

END OF SEASON REPORTS- Emails will be sent from Central Office Athletics.

- [Awards Tracker Tutorial](#)
- [How to Build a Roster Tutorial](#)
 - Once the sport roster is built, the scores can be updated when viewing the full schedule.

Extracurricular Code of Conduct – Board Policy FO (LOCAL)

“A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.” For further information please refer to Board Policy FO (LOCAL) in its entirety. [CLICK BLUE LINK ABOVE.](#)

Facility Usage and Maintenance

Athletic facility usage will be in accordance with board policy. It is the responsibility of the coach to develop a well-organized plan to supervise and secure all athletic facilities; including but not limited to: gyms, locker rooms, weight rooms, storage areas and playing fields. The district also expects that athletic facilities including gyms, fields, locker rooms and offices be kept in an orderly fashion. Hays CISD has a new EVENT MANAGAMENT system that is required for ALL usage.

Work orders and construction requests must be made through the maintenance and operations department. No changes or improvements will be made to any district facilities without approval of the athletic coordinator and Athletic Director (if an athletic facility), campus principal, executive director of maintenance and operations and the superintendent or designee. Hays CISD [Administrative Procedure C19 on the X drive](#) provides further detail about this process.

When in use, athletic facilities are to be supervised by a staff member of the athletic department. No student or group should occupy a facility without supervision.

Fundraising D7/S33

All athletic programs are encouraged to have fundraisers supplement the program budget and are allowed to do so in accordance with district policy. All fundraising is at the discretion of the athletic coordinator and campus principal and must follow associated district policies.

Game Absence

Coaches are expected to attend all contests scheduled for their assigned sport and travel with the team. If an event conflicts with school hours due to travel or contest time, the appropriate paperwork must be approved by the athletic coordinator and the campus principal. All athletic absences at the high school and middle school level are to be approved in advance by the athletic coordinator and the campus principal. Additional information on absence request procedures can be found in Administrative Procedure D-41 – Athletic Absence Procedure.

Game / Event Organization

The head coach or designated assistant coach is responsible for having a person keep the official book and / or work the clock for all varsity contests. The athletic department will pay individuals at the rates published in the [Hays CISD Compensation Plan](#). **Please note: For varsity football**, all services are to be coordinated through the stadium manager and paid according to the Hays CISD Compensation Plan.

Game Scheduling and Site Selection

Schedules will be made in accordance with the UIL, DEC and Hays CISD requirements. Middle school district scheduling will be assigned as approved by the Middle School Athletic Committee. The head coach of each sport will schedule all pre-season games. Schedules must be approved by the athletic coordinator and campus principal as soon as possible at the conclusion of the previous season. Coaches are teachers first. When requesting an absence for athletic department business, the minimum amount of time possible should be requested. This also applies to releasing students early from the academic day. All efforts should be made to keep students in class for the maximum time possible.

Any team travel other than post-season and district play will be at the expense of the individual program. Overnight travel must be pre-approved by the athletic coordinator and funded from activity fund and/or booster program.

In the event that circumstances necessitate a change in the approved game schedule, the head coach is responsible for immediately notifying the athletic coordinator, principal, visiting coach, athletic secretary, game officials, media, players, athletic trainers, volunteers and other persons relative to the operation of the event of the changes.

Hosting Tournaments

The athletic coordinator and campus principal must approve all proposals to host a tournament. The host coach must have a clear plan for the following: finances, game times, dates, security, athletic trainers, game administrators, size of tournament, loss of school time, and interruption of regular school operations. Tournaments must be run with no negative impact on the athletic budget; tournaments must break even or make money to the activity fund. Any costs associated with tournaments that fees, sponsorships and tickets do not cover, will be deducted from the individual sport budget or activity fund.

Keys & ID Cards

Coaches will be issued keys/ID Cards to the athletic facilities at the discretion of the athletic coordinator. Keys/ID Cards to school district facilities are never to be copied or given to anyone other than the individual they are issued to. Key/ID Card replacement and associated costs will be addressed in accordance with campus and school district policy.

Lettering Procedure D5/S20 &26

Each high school athletic coordinator or designee must establish an objective, written policy regarding lettering standards. This policy must be approved by the athletic coordinator. Lettering guidelines must also be discussed at the pre-season parent meeting to avoid later conflict. The athletic department will schedule fitting dates throughout the school year for those athletes who earn a letter jacket.

Parent and Player's Handbook D1/S1

Each high school athletic department shall provide a student-parent handbook. The student athlete and parent or guardian must sign a form stating they have received and understand the rules within the handbook. Any additions to the handbook by other campuses or coaches must be approved prior to distribution by the athletic coordinator. The following items must be addressed in the handbooks:

- Criteria for earning a letter/review lettering policy
- Criteria for team selection
- Discipline and Citizenship
- Game schedule and game day expectations
- How and when to contact a coach regarding concerns and questions
- Playing Time Determinants
- Practice schedule, calendars for in & off season, & (dates, times, etc.)
- Sportsmanship expectations for athletes and fans
- Student athlete attendance expectations
- Team rules
- Team website
- Transportation procedures and policies
- UIL / TEA academic eligibility requirements
- UIL and Hays CISD Extracurricular Code of Conduct

Parent Meeting Guidelines D4/S18; D5

In preparation for the pre-season parent meeting, the athletic coordinator must approve the team rules, student - parent handbook and parent meeting agenda. The entire coaching staff and an athletic trainer must be present at each pre-season parent meeting. Each parent must sign a form stating that they have attended the parent meeting and understand team rules and policies.

The following topics must be addressed by the head coach in the meeting:

- Team rules *D1/S3*
- Criteria for team selection *D8/S39*

- Criteria for earning a letter/review lettering policy *D5/S26*
- Sportsmanship expectations for athletes and fans *D1/S4-see ->TEXAS WAY*
- How and when to contact a coach regarding concerns and questions. District Athletic Office will meet with parents, if needed.
- UIL Athletic Code and Hays CISD Extracurricular Code of Conduct *D3/S14; D7/S35*
- Inherent danger involved in the participation of athletics – duty to warn
- Give web address of UIL sportsmanship manual
- UIL/Texas Education Agency (TEA) academic eligibility requirements
- Practice schedule (dates, times, etc.) *D5/S21; D7/S35*
- Student athlete attendance expectations
- Game schedule and game day expectations
- Transportation procedures and policies *D7/S36*
- Team website *D5/S25*
- Question and answer session

The following topics must be addressed by the athletic trainer in the meeting: *D2 & D3*

- Physical requirements and paperwork
- Athletic training policies and procedures
- Procedures for reporting and attending to injuries
- Supplemental Insurance purchase opportunities

Helpful hints:

- Make the presentation positive
- Be confident and prepared
- Plan what you want to say and how to approach various topics
- If you cannot answer a particular question, inform the parent you will address the question at a later time.

Positive Coaching *D1/S2; D5/S19*

All coaches will utilize positive coaching techniques to build the student athlete's self-esteem and character. Winning should be viewed as a worthwhile goal whereas losing should be considered an opportunity for growth. Student athletes should enjoy participating in your program although it may be physically and mentally demanding.

Post – Season

Funding for post-season play is provided by the Athletic Department B. Post-Season funding request must be completed PRIOR to any travel. Please complete form ONLINE.

** All travel must be in accordance with Hays CISD policies.**

The head coach must work with the athletic coordinator and athletic secretary to schedule post-season play. Listed below are the items that must be addressed in preparation for a playoff contest.

- *Game agreement*
- o *Officials*
- o *Site*
- o *Ticket prices and sales*
- *Lodging – if applicable*
- *Meal money*
- *Supplemental UIL Eligibility Roster – if applicable*
- *Transportation*
- *Workers – Gate, security, administrator, athletic trainer, concessions*

Practice Planning and Policy: Coach Responsibilities D5/S21

- Participant requirements prior to any athletic participation
 - Completed Hays CISD Athletic Physical Paperwork and electronic forms on file with the athletic training department
 - Review of the Extracurricular Code of Conduct
- Participant requirements prior to the first after school practice
 - All eligibility requirements must be checked and satisfied
 - Build roster of potential participants, including managers in Rank One.
- Practice Policies D5/S22
 - All UIL policies will be followed in regard to athletic practices.
 - Keep roster up-to-date in Rank One.
 - Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities and study time.
 - Practice sessions will be well-planned, well-structured and not exceeding the eight-hour rule.
 - All practice plans will be written and the head coach will keep them on file for each sport. D7/S35
 - Coaches should be the first to arrive and the last to leave the practice sessions. At NO time should students be without supervision.
 - All physical conditioning will be based on sound principles of exercise physiology and biomechanics. D3/S12
 - Practices will include general conditioning as well as sport specific and mental skill training. D5/S24; D6/S27
 - Coaches should stress proper nutrition and hydration for all participants as well as the staff. D3/S13
 - An athlete's return to full participation following an injury must be supervised and documented by the athletic trainer. D2/S11 & D3/15
 - All equipment used in practice sessions shall be returned to the proper storage location at the end of each session.
 - At the conclusion of each session, the practice area must be cleared and secured.
 - Any off-campus practices for sports that regularly practice on campus, must be approved in advance by the athletic coordinator.
- Restricted Practice Days
 - All Saturday and Holiday practices must be approved by the athletic coordinator and posted in advance in the calendar and reviewed & parent meeting.
 - Practices held on vacation days such as over Thanksgiving, Christmas and Spring Break should be scheduled with respect to family commitments. These practices and contests should be publicized in advance to allow for proper planning.
- Weather Related Closure or Altered Schedule*:
 - Late Start: No morning activities
 - Early Dismissal: No after school activities
 - Emergency Closing: No practices or games

****Any alteration to these policies must be approved at the district level by the Athletic Director.***

Professional Development and Memberships D4/S18

In order to further the education of our coaching staff, Hays CISD expects coaches to attend professional meetings on a regular basis.

The district will pay (funding from coaches activity fund) for the following:

- Head Coaches & MS Coordinators= 2 events (clinic(s) and/or state championship)
- Assistant & MS Coaches= 1 event (clinic and/or state championship)
TGCA, THSCA, TABC, THSBCA, etc.

When possible, this professional development should take place outside of the regular workday. Administrative Procedure D-41 – Athletic Absence Procedure outlines the athletic absence policy.

The athletic department will pay for membership to the respective state and sport organization for each coach. For example, a girls' basketball coach will be allowed to join the TGCA and TABC at the expense of the athletic department. A coach may substitute the sport specific association for the opposite gender association if appropriate. For example, a girls' basketball coach may join the THSCA and the TGCA instead of TGCA and TABC.

Public Relations D7/S31

Coaches have a critical part in building community support for district athletic programs. Everything you do or don't do, say or don't say about your program is communication. Being aware of your visibility in the community, on or off the clock, is key. Here are some general guidelines to help:

- Be Proactive
 - Identify your mission and values for your program. It is important to have a solid foundation to refer to when speaking with students, parents, and other members of the public.
 - Update the athletic websites to include: current coach contact information and bio, photo (head shot), team roster, and game schedule.
 - Schedule informational meetings for parents to introduce program goals, set expectations, and invite feedback.
 - Identify ways in which students, parents, and other members of the public can find updated information about your program. Also, identify how they can reach you if they have a question or suggestion. Let them know an expected turnaround time on phone calls or email (within 24 work hours).
- Be Responsive
 - Regularly check your phone and email messages and respond in a timely fashion.
 - Members of the media work on tight deadlines. Taking too long to respond means no coverage or poor coverage. Taking too long to respond to parents, damages trust and support.
- Be Positive
 - Prepare your athletes on how to communicate in a way that positively reflects up on both themselves and the program.
 - Speak well of your team.
 - Speak well of the other team.
 - Highlight the positives, but remain humble.
- REMEMBER: Public POSITIVES & Private NEGATIVES
- Update WIN or Lose RESULTS in a positive manner.

Please remember, a coach's posts and a student's posts on social media are just as important as their responses to actual members of the media. All social media contact and accounts are to be kept in accordance with the Educator Code of Ethics and Hays CISD policies.

Rosters

Team rosters are to be entered and consistently updated in [Rank One](#). It is the responsibility of the coach to ensure the athletic trainers have an accurate roster at all times for their sport.

Scouting D6/S29

The coaching staff is encouraged to use scouting as a planning and training tool. Funding for scouting PLAYOFFS will be provided using district funds. Funding for scouting during regular season is provided by activity fund. Approval of scouting absences is at the discretion of the athletic coordinator and the campus principal. Meals will be funded accordingly (playoffs / regular season).

State Tournaments

Hays CISD believes that attendance at the state level contest is important for the development of championship programs. Therefore, head coaches will be allowed to attend one day (6A/5A competitions only) of the state tournament in the sport for which they are the head coach. The athletic department will pay for a substitute, admittance to the event, if funds are available. (Administrative Procedure D-41 – Athletic Absence Procedure) Proof of attendance must be submitted upon return from the event.

Student Athletes Quitting a Sport

If an athlete chooses to quit a sport once the season has begun, the student is not allowed to participate in another sport until the previous team is finished their competitive season. If an athlete decides to participate in another sport, both head coaches and the athletic coordinator must determine an appropriate start time for that athlete.

Student Eligibility D7/S31

It is the duty of the coach to verify the eligibility of each student. Each student must meet the academic requirements of the district, UIL and TEA.

Any transfer student or student that did not attend eighth grade within the same high school feeder pattern must have a Previous Athletic Participation Form completed and filed with the athletic department and the DEC if applicable. When a PAPF is submitted to the DEC, a student is only eligible once the DEC has sent confirmation and approval of eligibility. Submission is not an automatic approval of the PAPF by the DEC. <http://www.uil texas.org/athletics/forms>

Student Pre-Participation Physical Evaluation

Every student participating in an athletic class or on an athletic team must have a completed athletic physical packet on file in the athletic training room before participation. The athletic physical exam must be dated after April 1st of the previous school year. Forms are updated annually by the district athletic training staff and area available online at <https://hayscisd.rankonesport.com/>.

Safety Training

In accordance with board policy FM (LEGAL), “the District shall provide training to students participating in athletic extracurricular activities related to:

1. Recognizing the symptoms of potentially catastrophic injuries, including head and neck injuries, concussions, injuries related to second impact syndrome, asthma attacks, heatstroke, cardiac arrest, and injuries requiring use of a defibrillator; and
2. The risks of using dietary supplements designed to enhance or marketed as enhancing athletic performance.

The training may be conducted by the District, the American Red Cross, the American Heart Association, or a similar organization, or by the UIL.” Safety training is included in the electronic participation forms found on Rank One. All safety drills are to be completed on or before the **THIRD FRIDAY IN SEPTEMBER**.

Summer Camps

Sports Camps

- The athletic coordinator must approve all camps.
- Every camp must adhere to all applicable UIL rules.
- A Facility Use Agreement must be completed and approved by the athletic coordinator.
- The head coach must provide an expense record and a list of all workers to the athletic secretary within one week after the conclusion of the camp.
- All students must sign a liability release for district camps.

Strength & Conditioning Camps (Continued on next page.)

- Dates for summer program must be approved by the athletic coordinator.
- Summer strength and conditioning must adhere to all applicable UIL rules.
- All students must sign a liability release for district camps.

Supervision at Athletic Events D7/S30

Adequate supervision for athletic events is the responsibility of the athletic coordinator and the campus principal. Security will be coordinated between the athletic department and/or campus principal through the Hays County Sheriff's Department (SROs).

It is the responsibility of the home team to have an administrator present at each contest. The principal or designee will assign campus administration to be present at home events.

In order to maintain a safe environment, the following expectations are essential in game supervision:

- Playing surface and facility are to be inspected by the coach or athletic trainer prior to the event.
- The facility should be secured at every entry point by a lock or event staff.
- Security officers are to be highly visible at all times.
- Administrators on duty should be highly visible before, during, in-between, and after games.
- Administrators are responsible for crowd control.
- Administrators should be staged appropriately for event supervision and security.

Hosting Games

- Head Coach Responsibilities
 - Provide a secure dressing space for visiting teams
 - Administrator for sub varsity games
 - Greet or designate an assistant coach to greet the visiting team upon arrival
- Game Administrator Responsibilities
 - Meet the officiating crew before the game
 - Provide an escort for the crew during half-time and after the game as needed
 - Escort visiting team to their bus after the game
 - Gather all pay sheets and submit to athletic secretary
 - Have a plan for opposing teams and fans in the event of bad weather

Additional event information can be found in Administrative Procedure F-48 – Hays CISD Athletic Event Rules.

Transportation D7/S36

Student transportation will be in accordance with board policy FMG (LOCAL). Students shall ride in district provided transportation to and from events. An exception can be granted if a parent requests in writing for their student to ride with the parent or with another adult designated by the parent. Coaches should always physically see students depart with parent or appropriately designated individuals.

Coaches should never transport students in personal vehicles. **Students are never allowed to operate school district vehicles, including Gators or EzGos.**

Tryouts D8/S39

When selecting a team, it is imperative that coaches have students go through a formal tryout process. Player performance must be documented in an appropriate manner to justify team selection. If a student is ineligible during the tryout process, they may be eliminated from the team for that reason alone at the discretion of the coach.

In accordance with the Hays CISD Extracurricular Code of Conduct, upon completion of the tryout procedure for the activity, the sponsor will notify all participants of their membership status. The results of tryout procedures are final and cannot be appealed.

Uniforms, District Artwork, Logos and Mascots

All uniform purchases must be approved by the athletic coordinator and must meet all UIL standards. All full uniform sets will be purchased in accordance with the District Uniform Replacement Cycle. **Official school colors and mascots are as follows:**

Hays High School – Hawks – Red and Blue
Lehman High School – Lobos – Blue and Silver
Johnson High School - Jaguars- Black and Gold
Barton Middle School – Bobcats – Red and Blue
Chapa Middle School – Cougars – Blue and Green
Dahlstrom Middle School – Mustangs – Red and White
McCormick Middle School – Tigers – Blue and Black
Simon Middle School – Wolverines – Blue and Gold
Wallace Middle School – Rangers – Blue and White

Vertical Alignment D4/S16, 17, & 18; D5

The athletic department is expected to operate as a cohesive unit. Each program should be vertically aligned from the 7th grade through 12th grade. With the guidance of the varsity head coach, sub-varsity and middle school coaches will use the same terminology with skill level specific instruction to promote student achievement.

Websites D5/S25

It is the expectation that each high school sport maintain an accurate and up-to-date website that complies with Hays CISD website policies and guidelines. For the middle school athletic program, it is appropriate to have one main page for the entire athletic program. This resource should contain practice and game schedules, results and any other pertinent information for the program.

Athletic Training, Health and Safety

This section is intended to be a general guideline for the athletic department staff. More detailed information on any of these topics can be obtained from your athletic training staff or the references listed within this document. Coaches should defer to their campus athletic trainer or someone with advanced medical training when possible to treat injury or illness. When in doubt or if the injury or illness is beyond the scope of training for the coach, an athlete should be referred to a doctor or call 911.

Athletic Training Policies

Athletic Health Care Team

The athletic health care team ensures that the proper care is administered to our student athletes. This team consists of athletic trainers, team physicians, campus nurses, athletic coordinators and campus administration when appropriate.

Athletic Training Facilities

Each high school is equipped with an athletic training facility. This is a medical facility and should be treated as such. All athletic training rooms are to be kept secured unless an athletic trainer is present. Each campus will have specific policies dictated by the athletic coordinator and the athletic trainers.

Emergency Action Plans and Safety Drills D7/S34

Emergency action plans are to be reviewed annually by the athletic training staff. As per UIL rules, a safety drill will be conducted at least once per year. These drills will be conducted by each sport in coordination with the athletic training staff. The head coach is responsible for also coordinating safety training for their student athletes with the athletic trainers. All safety drill forms and rosters from safety training will be turned into the athletic trainers and forwarded to the Athletic Director **on or before the THIRD FRIDAY IN SEPTEMBER.**

Injury Reporting D2/S9 &10, D3/S15

All student injuries are to be reported to the athletic training staff. Each injury will be entered into Rank One through the daily treatment log (as a minimum). The athletic trainer will also keep up to date notes on athlete progress and participation status.

Student Athlete Paperwork D2/S8

All athletic physicals will be reviewed and filed by the athletic training staff. Any additional health and safety paperwork will be kept on file in a secure location within the athletic training room. All athletes are required to provide written documentation if they are under the care of a doctor for any medical injury or illness.

Staffing D2/S10

Athletic trainers are an integral part of the Hays CISD athletic staff. Each high school has three (3) full-time staff athletic trainers to assist with the high schools and middle schools. Another important aspect of the athletic training program is the athletic training student aides. Each student will be assigned to assist with at least one sport. It is important that these students are respected and treated as part of the team. Each student aide is certified in CPR, AED as per UIL guidelines. Unless directly supervised by a licensed or certified athletic trainer, student aides are only to serve as first responders under their American Heart Association training.

Student Aides should assist with the following:

1. Ensuring adequate water is available and provided to the athletes and coaches during practices and games.
2. Practice CPR, use of an AED and First Aid as their American Heart Association certification allows.
3. When traveling with a team, coordinate care for the athletes with the licensed athletic trainer on duty.
4. Other duties as assigned by the athletic training staff.

According to the National Athletic Trainers' Association, "Coaches and school administrators must not allow or expect student aides to act independently with regards to the evaluation, assessment, treatment and rehabilitation of injuries. Additionally, it is paramount that student aides not be expected, asked or permitted to make 'return to play' decisions. Specifically, student aides must not engage in the following activities:

1. Interpreting referrals from other healthcare providers
2. Performing evaluations
3. Making decisions about treatments, procedures or activities
4. Planning patient care
5. Independently providing athletic training services during team travel."

The Official Statement on Proper Supervision of High School Athletic Training Student Aides can be found at: <http://www.nata.org/sites/default/files/student-aide-statement.pdf>

Concussion Protocol

UIL Health & Safety Page LINK

Introduction

The understanding and treatment of concussion has evolved significantly in recent years. With the passing of Texas House Bill 2038 or Natasha's Law, new recommendations on treatment and documentation of concussion have been implemented within the State of Texas. In order to comply with state law and the University Interscholastic League (UIL), the present document will set forth the standards of best practice that will be followed within Hays CISD for management of concussions.

Definition of Concussion

Many definitions of concussion are available in the medical literature. For the purpose of this document, the definition in Chapter 38, Sub Chapter D of the Texas Education Code is appropriate:

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

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

Concussion Prevention Strategies

- 1. All headgear must be NOCSAE certified.
- 2. All headgear must be checked for proper fit and function by appointed adult equipment manager, athletic trainer and /or coach.
- 3. Helmets are to be properly secured at all times during use.
- 4. Mouth guards should fit and be used at all times when appropriate.

Neurocognitive Testing

When neurocognitive testing such as the ImPACT test is available, schools will utilize this testing during the return to play decisions after a concussion if applicable. ImPACT testing will be fully funded by each high school athletic department for each high school. In order to properly utilize neurocognitive testing, schools must allow reasonable time prior to the commencement of the sport season to pre-test all athletes.

Response to Suspected Concussion

1. In accordance with the UIL and according to TEC section 38.156, a student “shall be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition:

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

2. At the time of suspected injury, one of the following assessment tools may be utilized:

- A. Sports Concussion Assessment Tool 5 (SCAT5) or Pocket SCAT5 – Appendix A
- B. Graded Symptom Checklist (GSC) – Appendix B
- C. Comparable clinically acceptable concussion evaluation tool.

3. For an acute injury, the athlete will be observed and evaluated closely for at least 15 to 20 minutes or until the athlete’s condition improves.

4. If a student is exhibiting signs and symptoms of a concussion, the following steps will be taken:

- A. Student will be removed immediately from game or practice.
- B. The student’s parent or guardian will be notified of possible concussion and will be given further information on concussion management at home. (Concussion Home Instructions – Appendix C) The Concussion Home Instruction Form – Appendix C will be used at the discretion of the athletic trainer or nurse for non-acute injuries.
- C. In accordance with the UIL: The student will be evaluated by an appropriate health care professional as soon as practicable (Physician Referral Guidelines - Appendix D). The student will be provided with Head Injury Referral Form - Appendix E to be filled out by the licensed athletic trainer or nurse and to be completed by the physician, or other appropriate health care professional that further evaluates the student.
- D. The student will not be returned to participation the day if it is determined the student has suffered a concussion. Also, the student will be kept from participation until the attending physician has cleared the student for the return to play progression and additionally cleared the student for full participation after completing the Return to Play Protocol. A coach of any interscholastic team may not authorize a student’s return to play at any time.

5. If a student has been evaluated by an athletic trainer or nurse, employed or contracted by the school district and it is suspected that the student has suffered a concussion, the Hays CISD concussion protocol will be followed for all return to play decisions.

Concussion Management

1. The student will remain at home for 24 hours following a concussion with a written doctor's note confirming diagnosis if practical.
2. Student may need to be absent from school, may need adjustments in time allowed to complete tasks or take tests, and/or alterations in their class schedule until symptoms subside.
3. The established campus point of contact for concussions will notify the school nurse, classroom teachers, counselor and assistant principal of the injured student that the student has suffered a concussion and may need accommodations to class work.
4. Student will be excused without penalty from all team practices, games and other team activities until all concussion symptoms have resolved.
5. Student must be symptom-free for at least 24 hours before the beginning return-to-play protocol.
6. If applicable, neurocognitive testing will be conducted no sooner than 24 hours after an athlete has suffered a concussion.
7. Return to Play Protocol must be supervised by a district health care provider or a district employed or contracted licensed athletic trainer.
8. Return to Play Protocol may be expanded at the discretion of the supervising physician or district health care provider.
9. Students must be evaluated prior to and after each completed step of the Return to Play Protocol.

Return to Play Protocol (UIL Athletes including Cheer)

1. The student must be symptom-free for a period of at least 24 hours before beginning the return to play protocol.
2. The student must provide written documentation of evaluation by an appropriate health care provider stating that they have been cleared to begin the return to play protocol.
3. Progress through the protocol will proceed in 24 hour intervals as long as the student does not have any recurrence of symptoms. Progress through the protocol will be recorded with the Concussion Progress Note Form - Appendix F.
4. If there is a recurrence of symptoms once the return to play protocol has been initiated, the athlete may be referred back to the treating physician for further evaluation if deemed medically necessary by the treating licensed athletic trainer. At minimum, when a student experiences a recurrence of symptoms after the return to play protocol has been initiated, the student will repeat the current step once symptoms have cleared for another 24 hour period.
5. If applicable, when neurocognitive testing is available, the post-injury test should occur no sooner than 24 hours after the injury and only once symptoms have decreased using the GSC.
6. Once symptom-free for 24 hours, the student will begin light aerobic exercise, such as 5-10 minutes on a stationary bike or a light jog. No weight lifting, resistance training or any other form of exercise.

7. After another 24 hour symptom-free time period, the student will be allowed to participate in moderate aerobic exercise for 15-20 minutes which includes a change in field of vision. No protective equipment may be used.
8. After another 24 hour symptom-free time period, the student will be allowed to participate in, non-contact training drills in full uniform. The student may also begin weight lifting or resistance training.
9. When neurocognitive testing is available and in applicable conditions, the athlete must pass the test with “no red flags”, have results within normal limits, and present without symptoms.
10. After another 24 hour symptom-free time period, the student will be allowed to participate in, full contact practice or training.
11. Completion of the UIL Concussion Management Protocol Return to Play Form - Appendix G and written clearance from the treating physician. (Head Injury Referral Form - Appendix E and/or Concussion Clearance Form - Appendix H)
12. Full participation in interscholastic competition.

Return to Play Protocol (Non - UIL Athletes)

1. The student must be symptom-free for a period of at least 24 hours before beginning the return to play protocol.
2. The student must provide written documentation of evaluation by an appropriate health care provider stating that they have been cleared to begin the return to play protocol.
3. Progress through the protocol will proceed in 24 hour intervals as long as the student does not have any recurrence of symptoms. Progress through the protocol will be recorded.
4. If there is a recurrence of symptoms once the return to play protocol has been initiated, the athlete may be referred back to the treating physician for further evaluation if deemed medically necessary. At minimum, when a student experiences a recurrence of symptoms after the return to play protocol has been initiated, the student will repeat the current step once symptoms have cleared for another 24 hour period.
6. Once symptom-free for 24 hours, the student will begin light aerobic exercise, such as 5-10 minutes on a stationary bike or a light jog. No weight lifting, resistance training or any other form of exercise.
7. After another 24 hour symptom-free time period, the student will be allowed to participate in moderate aerobic exercise for 15-20 minutes which includes a change in field of vision. No protective equipment may be used.
8. After another 24 hour symptom-free time period, the student will be allowed to participate in, non-contact training drills in full uniform. The student may also begin weight lifting or resistance training.
10. After another 24 hour symptom-free time period, the student will be allowed to participate in, full contact practice or training.
12. Full participation in interscholastic competition.

Subsequent Concussion

Any student that suffers a subsequent or is suspected to have suffered a subsequent concussion will be referred immediately to an appropriate health care provider for further evaluation. Written clearance must be provided by the attending physician before a student will be allowed to participate in the return to play protocol.

Appendices

- A – SCAT5
- B - Concussion Graded Symptom Checklist
- C – Concussion Home Instructions
- D – Physician Referral Guidelines
- E – Head Injury Referral Form
- F – Concussion Progress Note
- G – UIL Concussion Management Protocol Return To Play Form
- H – Concussion Clearance Form

References

1. University Interscholastic League Implementation Guide for NFHS Suggested Guidelines for Concussions and Chapter 38, Sub Chapter D of the Texas Education Code, 2011.
2. Mesquite ISD Board Approved Guidelines for Sports Concussion Management With-out Neurocognitive Testing.
4. MISD Athletic Department Guidelines for Concussion Management.
5. Guskiewicz, Kevin M, et al. National athletic trainers' association position statement: management of sport-related concussion. Journal of Athletic Training. 2004;39:280-297.
6. McCrory, P, et al. Consensus statement on concussion in sport 3rd international conference on concussion in sport held in Zurich, November 2008. Clinical Journal of Sports Medicine. 2009;19:185-200.
7. McCrory, P, et al. Consensus statement on concussion in sport 4th international conference on concussion in sport held in Zurich, November 2012. British Journal of Sports Medicine. 2013;47:250-258.

Environmental Conditions

D2/S7

Heat Illness Recognition and Prevention

The athletic trainers will keep a daily temperature and heat index log from August until the second week in October. Practices will be altered based on the recommendation of the athletic training staff if the heat index presents dangerous conditions.

As advised by the UIL, athletes should **weigh** each day before and after practice and **weight charts checked**. Generally a three percent weight loss through sweating is considered safe and over a three percent weight loss is in the danger zone. If the athlete experiences over a three percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe athletes closely under all conditions. Do not allow athletes to practice until they have adequately replaced their weight.

According to the National Athletic Trainers' Association, "Heat illness is inherent to physical activity and its incidence increases with rising ambient temperature and relative humidity. Athletes who begin training in the later summer experience exertional heat-related illness more often than athletes who begin training during the winter and spring."¹

Recognizing Dehydration in Athletes

The early signs and symptoms of dehydration include thirst, general discomfort, and complaints. These are followed by flushed skin, weariness, cramps, and apathy. At greater water deficits, dizziness, headache, vomiting, nausea, heat sensations on the head or neck, chills, decreased performance, and dyspnea may be present.¹

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

Heat Syncope - weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. This condition predisposes an athlete to heatstroke.

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

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

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

¹Binkley HM, Beckett J, Casa DJ, Kleiner DM, Plummer, PE. National athletic trainers' association position statement: exertional heat illnesses. Journal of Athletic Training. 2002; 37:329-343.

WBGT Activity Guidelines		
Class 3	Class 2	Activity Guidelines
< 82.0	<79.7	Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.0 - 86.9	79.7 - 84.6	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.0 - 90.0	84.7 - 87.6	Maximum practice time is 2 hours; For Football: players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
90.1 - 92.0	87.7 - 89.7	Maximum practice time is 1 hour; For Football: No protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 min of rest breaks distributed throughout the hour of practice.
≥92.1	≥89.8	No outdoor workouts. Delay practices until a cooler WBGT is reached.

**Values in the above chart are WBGT measurements (not temperature or heat index measurements).*

National Oceanic and Atmospheric Administration <http://www.noaa.gov/>

For More Information

UIL Health and Safety website

<http://www.uilTEXAS.org/health/info/heat-stress-and-athletic-participation>

Environmental Cold Injuries

"Cold injuries are a common result of exposure to cold environments during physical activity or occupational pursuits... The occurrence of these injuries depends on a combination of two factors: low air or water temperatures (or both) and the influence of wind on the body's ability to maintain a normothermic [a condition of normal body temperature] core temperature due to localized exposure of the extremities to cold air or surfaces." ²

Prevention

- Encourage normal food and liquid intake.
- Encourage water consumption immediately before and during outdoor activity.
- Wear clothing in three layers
 - Internal layer that allows for evaporation of sweat with little absorption
 - Middle layer that provides insulation
 - Removable external layer that is wind and water resistant
- Provide athletes and staff an opportunity to rewarm as needed.

Recognition and Treatment

- Signs and symptoms of Hypothermia are: increased shivering, increased bloodpressure, pallor, motor skill impairment, lethargy, apathy, and mild amnesia
- Remove wet or damp clothing and insulate the athlete with warm dry clothing or blankets
- Move athlete to warm environment
- Consult medical personnel for any further treatment

Stage	Core Temperature In Degrees	Signs and Symptoms
Mild Hypothermia	99 - 97 F	Normal, shivering may begin
	97 - 95 F	Cold sensation, goose bumps, unable to perform complex tasks with hands, shiver can be mild to severe, hands numb.
Moderate Hypothermia	95 - 93 F	Intense shivering, muscle in-coordination becomes apparent, movements slow and labored, stumbling pace, mild confusion, may appear alert.
	93 - 90 F	Violent shivering persist, difficulty speaking, sluggish thinking, amnesia starts to appear, gross muscle movements sluggish, unable to use hands, stumbles frequently, signs of depression, withdrawn.
Severe Hypothermia	90 - 86 F	Shivering stops, exposed skin blue or puffy, muscle coordination very poor, inability to walk, confusion, incoherent/irrational behavior, but may be able to maintain posture and appearance of awareness.
	86 - 82 F	Muscle rigidity, semiconscious, stupor, loss of awareness of others, pulse and respiration rate decrease, possible heart fibrillation.
	82 - 78 F	Unconscious, heart beat and respiration erratic, pulse may not be palpable.
	78 - 75 F	Pulmonary edema, cardiac and respiratory failure, death. Death may occur before this temperature is reached.

National Oceanic and Atmospheric Administration <http://www.noaa.gov/>

For More Information

National Athletic Trainers' Association

Environmental Cold Injuries: <http://www.nata.org/sites/default/files/EnvironmentalColdInjuries.pdf>

²Cappaert, TA, Stone, JA, Castellani, JW, Krause BA, Smith, D, Stephens, BA. National athletic trainers' association position statement: environmental cold injuries. Journal of Athletic Training. 2008; 43:640-658.

Temperature Guidelines – Event Modification

Athletic events will be conducted in accordance with the temperature guide listed below. It is the responsibility of the coach to make the modifications as indicated based on the environmental conditions at the time of the event.

Heat Policy (High School and Middle School)

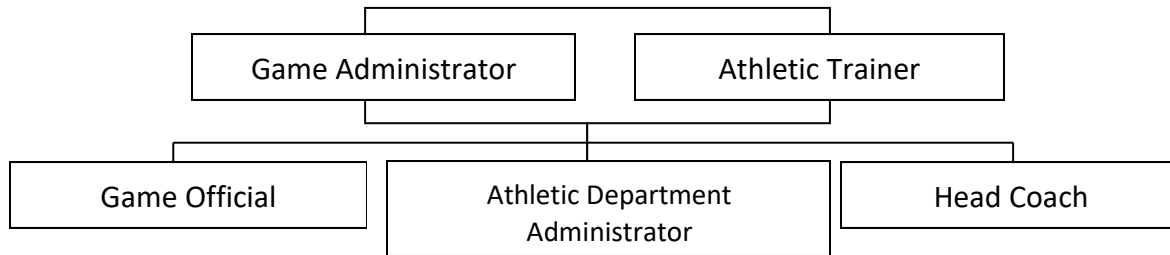
- 110°F Temperature or Heat Index 120°F
 - No Practice
 - Games – Contact High School Athletic Office
- 105°F Temperature or Heat Index 115°F
 - Modify Activity – t-shirts, shorts, helmet only (or no helmet)
 - 30 minute practice : 5 minute break ratio

Cold Policy

- High School
 - Wind Chill 32°F with Rain or Wind Chill 20°F
 - No Practice
 - Games – Contact High School Athletic Office
 - Wind Chill 35°F with Rain or Wind Chill 25°F
 - Sub-Varsity: Terminated
 - Varsity: Modify Activity – athletes must wear layers (top and bottom)
 - 45 minutes outside : 15 minutes inside ratio
- Middle School
 - Wind Chill 35°F with Rain or Wind Chill 25°F
 - No Practice
 - Games – Contact High School Athletic Office
 - Wind Chill 38°F with Rain or Wind Chill 30°F
 - Sub-Varsity: Terminated
 - Varsity: Modify Activity – athletes must wear layers (top and bottom)
 - 45 minutes outside : 15 minutes inside ratio

Lightning Policy

Chain of Command



The game administrator and the licensed athletic trainer on duty will co-command the implementation of the lightning policy. If inclement weather is in the forecast, it is imperative that everyone involved in the chain of command review the lightning policy PRIOR to any contests. The lightning policy also applies to practices and it is the responsibility of the head coach to work with the athletic training staff to ensure the safety of the students. All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity, without fear of repercussions or penalty from anyone.

Designated Weather Watcher

The licensed athletic trainer is the designated weather watcher. It is the responsibility of the athletic trainer to monitor the weather using the Sky Scan, Telvent or other accepted radar devices and inform any involved parties of any developing weather conditions.

Safe Shelter

Each district athletic facility will have a lightning policy which aligns with the district policy and designates acceptable safe shelters for that facility. A safe location is defined by the UIL as:

1. "...Any substantial, frequently inhabited building. The building should have four solid walls (not a dug out), electrical and telephone wiring, as well as plumbing, all of which aid in the grounding of a structure.
2. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows completely closed. It is important to not touch any part of the metal framework of the vehicles while inside it during ongoing thunderstorms.
3. It is not safe to shower, bathe, or talk on landline phones while inside of a safe shelter during thunderstorms (cell phones are okay)." ³

Flash-to-Bang

To use the Flash-to-Bang method, begin counting when the lightning flash occurs and stop counting when the associated "bang" (thunder) occurs. Divide this number by five to determine the distance to the lightning.

Suspension of Play

"By the time the Flash-to-Bang count approaches thirty seconds all individuals should already be inside a safe structure."³ At this time play should be suspended for at least 30 minutes after the last lightning strike or sound of thunder. It is imperative that once play is suspended, students, staff and patrons remain in the safe shelter until the storm has passed, even if the event has been cancelled.

³UIL Website for Lightning Safety: <http://www.uiltexas.org/health/info/lightning-safety>

Infectious Diseases

Due to the nature of competitive sports, participants are at increased risk for contracting infectious diseases. From the common cold to a staph infection, it is imperative when athletes are sick and possibly contagious, physician's orders are followed. Further precautions can be taken by the coach to ensure that disease is not transmitted to other athletes or staff.

1. Always wear gloves when dressing a wound or cleaning where the surface may have come in contact with bodily fluids (when washing team laundry, for example).
2. Make sure that any athlete with an open wound keeps it covered until it is fully healed. When an athlete suffers a wound during practice or competition, the athlete should be removed from the activity until it can be addressed and covered.
3. Ensure that all weight rooms, locker rooms and equipment are cleaned, disinfected and stored in a properly ventilated area.
4. Do not allow students to share dirty clothing, towels or soap.
5. Encourage athletes to shower after activity and wear shower shoes.
6. If the playing surface becomes contaminated with bodily fluids such as vomit or blood, contact an athletic trainer or custodian to have the area cleaned and disinfected properly.

For more information, please refer to the position statements and references below.

UIL Information on Staphylococcal Infections for Athletes

<http://www.uil texas.org/health/info/information-on-staphylococcal-infections-for-athletes>

National Athletic Trainers' Association Official on Communicable and Infectious Diseases in Secondary School Sports






<http://www.nata.org/sites/default/files/CommunicableInfectiousDiseasesSecondarySchoolSports.pdf>

National Athletic Trainers' Association Official on Community-Acquired MRSA Infections (CA-MRSA)

<http://www.nata.org/sites/default/files/MRSA.pdf>

Air Quality and Outdoor Activity Guidance for Schools

Regular physical activity — at least 60 minutes each day — promotes health and fitness. The table below shows when and how to modify outdoor physical activity based on the Air Quality Index. This guidance can help protect the health of all children, including teenagers, who are more sensitive than adults to air pollution. Check the air quality daily at www.airnow.gov.

Air Quality Index	Outdoor Activity Guidance
 <p>green</p> <p>GOOD</p>	Great day to be active outside!
 <p>yellow</p> <p>MODERATE</p>	<p>Good day to be active outside!</p> <p>Students who are unusually sensitive to air pollution could have symptoms, so watch for coughing or shortness of breath. These are signs to take it easier.</p>
 <p>orange</p> <p>UNHEALTHY FOR SENSITIVE GROUPS</p>	<p>It's OK for students to be active outside, especially for short activities such as recess and physical education (PE) class. For longer activities such as athletic practice, students should take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath.</p> <p>Students with asthma should follow their asthma action plans and keep their quick relief medicine handy.</p>
 <p>red</p> <p>UNHEALTHY</p>	<p>For <u>all</u> outdoor activities, students should take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath. Consider moving activities indoors or rescheduling.</p> <p>Students with asthma should follow their asthma action plans and keep their quick relief medicine handy.</p>
 <p>purple</p> <p>VERY UNHEALTHY</p>	Move all activities indoors or reschedule to another day.

Go for 60!

CDC recommends that children get 60 or more minutes of physical activity each day. www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm

Watch for Symptoms

Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, shortness of breath, wheezing, and chest tightness. Even students who do not have asthma could experience these symptoms when exposed to unhealthy levels of air pollution.

Plan Ahead for Ozone

There is less ozone in the morning. On days when ozone is expected to be at unhealthy levels, plan outdoor activities in the morning.

Questions and Answers

How long can students stay outside when the air quality is unhealthy?

There is no exact amount of time. The worse the air quality, the more important it is to take breaks, do less intense activities, and watch for symptoms. Remember that students with asthma will be more sensitive to unhealthy air.

Why should students take breaks and do less intense activities when air quality is unhealthy?

Students breathe harder when they are active for a longer period of time or when they do more intense activities. More pollution enters the lungs when a person is breathing harder. It helps to:

- ✓ reduce the amount of time students are breathing hard (e.g., take breaks; rotate players frequently)
- ✓ reduce the intensity of activities so students are not breathing so hard (e.g., walk instead of run)

Are there times when air pollution is expected to be worse?

Ozone pollution is often worse on hot sunny days, especially during the afternoon and early evening. Plan outdoor activities in the morning, when air quality is better and it is not as hot.

Particle pollution can be high any time of day. Since vehicle exhaust contains particle pollution, limit activity near idling cars and buses and near busy roads, especially during rush hours. Also, limit outdoor activity when there is smoke in the air.

How can I find out the daily air quality?

Go to www.airnow.gov. Many cities have an Air Quality Index (AQI) *forecast* that tells you what the local air quality will be later today or tomorrow, and a *current* AQI that tells you what the local air quality is now. The AirNow website also tells you whether the pollutant of concern is ozone or particle pollution. Sign up for emails, download the free AirNow app, or install the free AirNow widget on your website. You can also find out how to participate (and register your school) in the School Flag Program (www.airnow.gov/schoolflag).

If students stay inside because of unhealthy outdoor air quality, can they still be active?

It depends on which pollutant is causing the problem:

Ozone pollution: If windows are closed, the amount of ozone should be much lower indoors, so it is OK to keep students moving.

Particle pollution: If the building has a forced air heating or cooling system that filters out particles then the amount of particle pollution should be lower indoors, and it is OK to keep students moving. It is important that the particle filtration system is installed properly and well maintained.

What physical activities can students do inside?

Encourage indoor activities that keep all students moving. Plan activities that include aerobic exercise as well as muscle and bone strengthening components (e.g., jumping, skipping, sit-ups, and pushups). If a gymnasium or open space is accessible, promote activities that use equipment, such as cones, hula hoops, and sports balls. If restricted to the classroom, encourage students to come up with fun ways to get everyone moving (e.g., act out action words from a story). Teachers and recess supervisors can work with PE teachers to identify additional indoor activities.

What is an asthma action plan?

An asthma action plan is a written plan developed with a student's doctor for daily management of asthma. It includes medication plans, control of triggers, and how to recognize and manage worsening asthma symptoms. See www.cdc.gov/asthma/actionplan.html for a link to sample asthma action plans. When asthma is well managed and well controlled, students should be able to participate fully in all activities. For a booklet on "Asthma and Physical Activity in the School," see <http://bit.ly/activewithasthma>.



Administrative Procedures

D– Personnel No. 41	D 41
Page 1 of 2	Attachment(s): none
July 16, 2018	

Athletic Absence Procedure

All athletic absences are to be requested through the procedure outlined below. All athletic related absences must be approved by the athletic coordinator and the campus principal prior to the date requested. If approval is not granted prior to the absence, the employee will be required to use personal leave. When requesting an absence for athletic department business, the minimum amount of time possible should be requested. All athletic department absences will be put into the substitute system by the athletic secretary for approval from the campus principal or designee.

Sport Schedule Required Absences

High School

The head coach will submit to the high school athletic coordinator a list of athletic absences related to the athletic season schedule at least 3 weeks prior to the start of the season. (Pre-Season Transportation Plan Template) This list should include all requested absences for all staff and students to facilitate travel to athletic contests. All efforts should be made to keep students in class for the maximum time possible. Once approved by the athletic coordinator, the list will be sent to the campus principal for final approval.

All scouting absences are subject to the approval of the high school athletic coordinator and campus principal. All efforts should be made to notify the high school athletic coordinator at least 24 hours in advance if a coach is requesting a substitute to scout an opponent. No meals will be paid for scouting trips. Millage will be paid as per the discretion of the athletic coordinator.

Middle School

The campus coordinator will submit to the high school athletic coordinator a list of athletic absences related to the athletic season schedule 3 weeks prior to the start of the season. (Pre-Season Transportation Plan Template) This list should include all requested absences for all staff and students to facilitate travel to athletic contests. Once approved by the high school athletic coordinator, the list will be sent to the campus principal for final approval.

Professional Development

All requests for professional development absences must be made in writing to the high school athletic coordinator. The request must include a meeting or event agenda, completed registration form, travel times and estimated total cost of the travel. (See Administrative Procedure C12 and associated forms C12-A and C12-B) All travel must be in accordance with school district policy and is subject to approval of the athletic coordinator and campus principal. Coaches must finalize travel forms upon return by presenting attendance documentation i.e. name badge, ticket stubs, receipts, etc.).

Allowable professional development absences during the school year are listed below. Any additional days for professional development around these events will require use of personal leave. Only head coaches are allowed to attend the state tournament as one of their allocated professional development days.

- *High School Head Coaches: 3 days – only 1 may be used for the state tournament for 6A competitions*
- *High School Assistant Coaches: 2 days*
- *PENDING UPDATE FROM HR. Please see handbook for actual breakdown of days allowed.*

Summer professional development may be paid for as funds allow by the athletic budget. All requests must be made in writing to the high school athletic coordinator. Targeted individual or department professional development may be approved at the district level apart from other absences listed above.

Attachments	
References: DEE (LOCAL), Administrative Procedure C12, C 12-A, C12-B	
See these INDEX references for related procedures:	
Questions regarding this procedure should be addressed to: Director of Extra and Co-Curricular Activities, 512/268-2141 21003 IH 35, Kyle, Texas 78640.	
Approved: Dr. Michael O'Guin	
Deputy Academic Officer	Date: July 2018

Pending Update



Administrative Procedures

F – Students No. 48	F
Page 1 of 1	Attachment(s): none
August 2021	

Hays CISD Athletic Event Rules

Hays CISD wants all fans to enjoy their favorite sporting event in a safe and respectful atmosphere. Thank you in advance for complying with the attendance rules below.

- All patrons must have an event ticket or approved pass to enter.
 - Varsity Football Field, Stadium and All Access pass holders must purchase an event ticket; passes only grant ticketholders access to designated areas. Exception: Team Physician
- The following Passes grant admission to all athletic events:
 - Gold Pass / Hays CISD Senior Citizen Pass
 - District Pass (District Games Only)
 - Coaches' Association Passes, if endorsed for admission
 - Valid Press Credential
 - District Staff with valid ID, with endorsement, where required
 - Student Athletic Passes (home team only)
- Teams, coaches, support staff, event staff, band, cheerleaders, and drill teams will be admitted by uniform.
- No re-entry: If a patron leaves the event, re-entry will require purchase of another ticket at full price.
- Re-sale of tickets is strictly prohibited. Reserved tickets will only be sold to the occupant or direct family of the ticket purchaser.
- Disorderly conduct will not be tolerated. Unacceptable physical or verbal behavior will result in removal from the district premises, and possible removal from future Hays CISD athletic events.
- Use of Tobacco Products, Alcohol, and/or Illegal Substances is prohibited at all times.
- No animals, including pets, are permitted at Hays CISD property or athletic events with the exception of service or assistive animals accompanying a person with a disability. Such service or assistive animals must remain under control at all times.
- Varsity football games allow limited personal items in accordance with the district clear bag procedure. Bags that are approved for these events are: clear tote bags, 1-gallon plastic freezer bags, small clutch purses that do not exceed 5.5" x 8.5" (with or without handles), and wallets.

Attachments	
Form Number:	Form Name:
References:	
See these INDEX references for related procedures:	
Questions regarding this procedure should be addressed to: Director of Extra and Co-Curricular activities, 512/268-2141 21003 IH 35, Kyle, Texas 78640.	
Approved: Dr. Michael O'Guin	
Deputy Academic Officer	Date: August 2021

Booster Clubs & Student Activity Funds

REFERENCE PAGE (links)

- UIL Booster Club Guidelines LINK
- Hays CISD Booster Club & Fundraising LINK
- Student Activity Fund Manual & Sponsor Signature Page LINK

Hays CISD Athletics Handbook

REFERENCE Page

Hays CISD Local Policies:

All local Board Policies can be found on our district website at this link ->

click this link

Once you click the link above you will see the following TOPICS. Select the appropriate topic to review specific policies.

****If you cannot find what you need, please contact Hays CISD Athletic Department****

Section A — Basic District Foundations

Section B — Local Governance

Section C — Business and Support Services

Section D — Personnel

Section E — Instruction

Section F — Students

Section G — Community and Governmental Relations

Specific policies to be reviewed:

Student Extracurricular Activity Absences (section F)

Student use of District Facilities (section F)

Student Discipline (section F)

Student Activities (section F)

Employee Standards of Conduct (section D)



HAYS CISD
SUMMATIVE SELF-EVALUATION REPORT
CAMPUS COORDINATOR / HEAD COACH



Name _____ School/Location _____

Supervisor _____ Date of Review _____

Appraisal Period: From: _____ To: _____

Directions

The following statements describe a campus coordinator/head coach who achieves success. Based on cumulative performance information, the evaluator estimates the coordinator's/coach's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the head coach's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

NA Not applicable

ME Meets Expectations: Performance meets expectations and presents no significant problems.

BE Below Expectations: Performance is consistently below expectations and significant problems exist.

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA Refer to behavior indicator for rating each number.)	COMMENTS
Program Management	 	1. Plans and coordinates staff meetings. 2. Sets program goals and objectives. 3. Represents the program as an advisor to the athletic director. 4. Coordinates and ensures program consistency in grades 7-12 with the assistance of the athletic director.	

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA Refer to behavior indicator for rating each number.)	COMMENTS
Program Management	<p>_____ 5. Plans, communicates, and coordinates work assignments and schedules for staff members.</p> <p>_____ 6. Selects and inventories maintenance of equipment, materials, and supplies for assigned program with the assistance of the athletic director.</p> <p>_____ 7. Arranges scheduling for program with assistance from the athletic director.</p> <p>_____ 8. Seeks input for, development, recommendation, and administration for the program budget with the assistance of the athletic director.</p> <p>_____ 9. Seeks input and evaluates program success.</p> <p>_____ 10. Provides orientation for new staff members.</p>		
School Climate	<p>_____ 11. Participates in the development of school goals, policies, and procedures.</p> <p>_____ 12. Provides coordination of program needs in relation to other programs with the assistance of the athletic director.</p>		
School/Improvement	<p>_____ 13. Stimulates and motivates staff members to participate in professional growth and involvement in program and school activities.</p> <p>_____ 14. Plans, coordinates, and conducts staff inservice.</p> <p>_____ 15. Reviews goals and objectives and evaluates staff members. Assists and coaches staff members.</p>		
School/Community Relations	<p>_____ 16. Articulates the program's goals, objectives, and news releases to the community and solicits its support.</p> <p>_____ 17. Acts as a problem solver for the program with the assistance of the athletic director.</p>		

EMPLOYEE'S SELF-EVALUATION STATEMENT--Summary statement concerning overall effectiveness, including statements as to strengths and/or limitations.

SUPERVISOR'S COMMENTS - May include statements as to disagreement with any of the criterion ratings.

I have read and received a copy of this evaluation. This instrument has been reviewed with me.

Employee Signature

Date

Supervisor's Signature

Date



Hays CISD
SUMMATIVE SELF-EVALUATION REPORT
ASSISTANT COACH



Name _____ School/Location _____

Evaluator _____ Date of Review _____

Appraisal Period: From: _____ To: _____

Directions

The following statements describe the coach who achieves success. Based on cumulative performance information, the evaluator estimates the coach's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the coach's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

NA Not applicable

ME Meets Expectations: Performance meets expectations and presents no significant problems.

BE Below Expectations: Performance does not meet expectations and a problem exists.

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to behavior indicators for rating each number.)	COMMENTS
Program Management		<ol style="list-style-type: none">1. Establishes performance criteria for competition and evaluates students' athletic abilities initially and on a regular basis.2. Employs a variety of instructional techniques and media consistent with the needs and capabilities of the student athlete group and sport involved.3. Manages and supervises athletic activities, contests, and practice sessions that promote individual growth in athletic skills, teamwork, and good sportsmanship.	

Appraisal – Assistant Coach

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA Refer to behavior indicators for rating each number.)	COMMENTS
Program Manage- ment	<div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div>	<p>4. Takes all necessary precautions to protect student athletes, equipment, materials, and facilities, both in the classroom and athletic facilities.</p> <p>5. Keeps informed of and ensures compliance with all UIL rules.</p> <p>6. Monitors and enforces student eligibility criteria for extracurricular participation.</p> <p>7. Works with athletic director in scheduling competitions and coordinating arrangements.</p> <p>8. Cooperates with other members of the school staff in planning and implementing instructional goals and objectives for the overall educational development of student athletes.</p> <p>9. Assists in the selection of equipment and instructional materials.</p> <p>10. Compiles, maintains, and files all reports, records, and other documents required.</p> <p>11. Complies with policies established by federal and state laws, State Board of Education rules, and local board in area of athletics.</p>	
School Climate	<div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div>	<p>12. Presents for students a positive role model that supports the mission of the school district.</p> <p>13. Maintains a positive and effective relationship with supervisors.</p> <p>14. Complies with all district and local campus routines and regulations.</p> <p>15. Effectively communicates with colleagues, students, and parents.</p>	

Appraisal - Assistant Coach

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA Refer to behavior indicators for rating each number.)	COMMENTS
School/ Improve- ment	_____	16. Assesses and responds to needs related to job responsibilities.	
	_____	17. Develops and coordinates a continuing evaluation of the coaching program and implements changes based on the findings.	
Student Manage- ment	_____	18. Travels with student athletes and supervises the team during athletic competitions in assigned sports.	
	_____	19. Instructs and advises students on NCAA and UIL regulations with regard to academic contests, practice sessions, and while on trips off school property.	
	_____	20. Maintains proper and appropriate discipline among students during athletic contests, practice sessions, and while on trips off school property.	
	_____	21. Encourages, by example, and through instruction, sportsmanlike conduct in all phases of athletic participation.	
	_____	22. Establishes and maintains open lines of communication with student athletes and their parents.	
Profes- sional Growth and Develop- ment	_____	23. Develops professional skills appropriate to job assignment.	
	_____	24. Demonstrates behavior that is professional, ethical, and responsible.	
School/ Community Relations	_____	25. Articulates the district's mission and goals in the area of athletics to the community and solicits its support in realizing the mission.	
	_____	26. Demonstrates awareness of district-community needs and initiates activities to meet those identified needs.	
	_____	27. Demonstrates the use of appropriate and effective techniques for community and parent involvement.	

Appraisal - Assistant Coach

EMPLOYEE'S GENERAL EVALUATION STATEMENT--Summary statement concerning overall effectiveness, including statements as to strengths and/or limitations.

SUPERVISOR'S COMMENTS - May include statements as to disagreement with any of the criterion ratings.

I have read and received a copy of this evaluation. This instrument has been reviewed with me.

Employee Signature

Date

Supervisor's Signature

Date



HAYS CISD
SUMMATIVE SELF-EVALUATION REPORT
ATHLETIC TRAINER



Name _____

School/Location _____

Supervisor _____

Date of Review _____

Appraisal Period: From: _____

To: _____

Directions

The following statements describe the athletic trainer who achieves success. Based on cumulative performance information, the evaluator estimates the trainer's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the trainer's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

NA Not applicable

ME Meets Expectations: Performance meets expectations and presents no significant problems.

BE Below Expectations: Performance is consistently below expectations and significant problems exist.

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA Refer to behavior indicators for rating each number.)	COMMENTS
Illness/ Injury Prevention	 	1. Plans and implements a comprehensive athletic injury and illness prevention program for student athletes. 2. Attends practice sessions and athletic contests as assigned by the athletic director. 3. Establishes and maintains effective communications with students, parents, medical and paramedic personnel, coaches, other staff.	

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to behavior indicators for rating each number.)	COMMENTS
Illness/ Injury Prevention		<p>4. Provides physical conditioning training to student athletes.</p> <p>5. Fits injured athletes with specialized equipment and oversees its use.</p> <p>6. Prepares athletes for games and practices by conducting evaluations and uses tape, wraps, splints, braces, and other protective devices as needed.</p> <p>7. Identifies acute injuries and provides first-aid triage.</p> <p>8. Detects and resolves environmental risks to athletes.</p>	
Rehabilitation/ Reconditioning		<p>9. Plans and puts in place a comprehensive rehabilitation and reconditioning program for injuries and illnesses sustained by student athletes.</p> <p>10. Determines therapeutic goals and objectives for individual athletes.</p> <p>11. Applies therapeutic modalities and instructs athletes on proper use of exercise equipment.</p> <p>12. Evaluates and records rehabilitation progress of athletes. Develops criteria for progression and return to competition.</p> <p>13. Follows the professional, ethical, and legal parameters regarding the use of drugs and therapeutic agents for the treatment and rehabilitation of injured athletes.</p> <p>14. Complies with policies established by federal and state laws, State Board of Education rules, and local board in area of athletic training.</p>	

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to behavior indicators for rating each number.)	COMMENTS
Adminis- tration	_____	15. Coordinates the scheduling of athletic physical examinations and screenings.	
	_____	16. Selects, trains, and supervises student assistants	
	_____	17. Compiles, maintains, and files all reports, records, and other documents including medical, accident, and treatment records as required.	
	_____	18. Maintains an inventory of training supplies and equipment; requisitions additional supplies as needed.	
School Climate	_____	19. Maintains a positive and effective relationship with supervisors.	
	_____	20. Complies with district and local campus routines and regulations.	
Student Manage- ment	_____	21. Travels with student athletes and supervises the team during athletic competitions in the field of rehabilitation, conditioning, and injuries.	
Profes- sional Growth and Develop- ment	_____	22. Develops professional skills appropriate to job assignment.	
	_____	23. Demonstrates behavior that is professional, ethical, responsible, and serves as a role model for the students that supports the mission of the school district.	
School/ Community Relations	_____	24. Articulates the district's mission and goals in the area of athletic training to the community and solicits its support in realizing the mission.	
	_____	25. Demonstrates awareness of district-community needs and initiates activities to meet those identified needs.	
	_____	26. Demonstrates the use of appropriate and effective techniques for community and parent involvement.	

EMPLOYEE'S GENERAL EVALUATION STATEMENT--Summary statement concerning overall effectiveness, including statements as to strengths and/or limitations.

SUPERVISOR'S COMMENTS - May include statements as to disagreement with any of the criterion ratings.

I have read and received a copy of this evaluation. This instrument has been reviewed with me.

Employee's Signature

Date

Supervisor's Signature

Date



NOTES





