

8. Monitors and maintains up-to-date records for the assigned athletic programs.

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9. Uses 5 Measures Report Card data, to provide support guidance and direction to coaches regarding the athletic program.

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Comments/Commendations: _____

I have read this performance review and I do agree with its content.

I have read this performance review and I do not agree with its content.

Response will follow:

YES

NO

SIGNATURES:

EMPLOYEE: _____ DATE: _____

CAMPUS ADMINISTRATOR: _____ DATE: _____
(Name & Title)

COACHES EVALUATION RECORD/PERFORMANCE DESCRIPTORS

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

1. *Maintains open lines of communication with campus administration both verbally and in writing; regularly updates administration and athletic coordinator regarding athletic issues.*

PERFORMANCE DESCRIPTOR: Meets with administrators on a regular basis or as needed; shares coordinator agendas with appropriate staff; reports issues of concern to designated individual (s) in a timely manner.

2. *Provides written lettering award requirements to team members and parents as recommended by the Athletic Department and indicated in the Athletic Handbook and approved by the principal (high school only)*

PERFORMANCE DESCRIPTOR: Maintains filed copies of current team lettering requirements that have been approved by the campus principal and signed by student athletes and parents.

3. *Provides written team rules, as approved by campus principal, to squad members and parents.*

PERFORMANCE DESCRIPTOR: Maintains filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents.

4. *Employs fair and consistent behavior management strategies with all student athletes; heed due process procedures when investigating student/team misconduct*

PERFORMANCE DESCRIPTOR: Implements a written discipline management plan that is fair, consistent, allows for due process for student athletes, and maintains individual and team discipline in a positive manner. Teams rules should be clearly defined and include a progression of consequences from verbal/written warnings, coach/team discipline, parent notification, suspension, or, in extreme cases, removal from team. Specific rules should reference behavior consequences for: unexcused absences from school and/or games, tardiness, un-sportsmanship-like behavior, and violating the student code of conduct. Major infractions such as felonies may result in immediate removal from the team.

5. *Dresses appropriately at practices and games as recommended by the Athletic Department and indicated in the Athletic Handbook.*

PERFORMANCE DESCRIPTOR: Exhibits sports-appropriate dress and appearance during athletic practice and game situations. Coaching attire in school colors will be worn at practice. Professional attire in game situations will be sport-specific.

6. *Develops effective public relations with the school, parents and the community.*

PERFORMANCE DESCRIPTOR: Develops and maintains good public relations with colleagues, parents and community. Attends booster club meetings, reports scores and stats to newspapers, holds parent meetings at the beginning of the season, posts game results on district website.

7. *Supports student athletes/athletic program by participating in sports related school functions.*

PERFORMANCE DESCRIPTOR: Shows interest in student athlete's accomplishments on and off the playing field. Attends Parents' Night, sports banquets, athletic awards ceremonies and pep rally assemblies. Prepares and send recommendation letters to colleges on behalf of future athletes.

8. *Maintains appropriate professional conduct towards players, coaches, officials, and patrons at athletic practices and games.*

PERFORMANCE DESCRIPTOR: Demonstrates diplomacy, tact, self-control and respect for all.

9. *Works cooperatively with coaches at the elementary, middle school and high school levels to develop a coordinated, comprehensive, and vertically aligned athletic program.*

PERFORMANCE DESCRIPTOR: Works with cluster coaches at every level to develop well-coordinated, vertically aligned athletic programs by visiting area campuses, observing athletic practice and games. Coaches are expected to run the same offensive and defensive schemes/systems throughout the cluster in appropriate sports.

10. *Promotes all sports in the athletic program and fosters school spirit and pride.*

PERFORMANCE DESCRIPTOR: Provides leadership in the development and implementation of the total campus athletic program; promotes positive staff morale, attitudes and enthusiasm.

11. *Establishes and maintains open lines of communication with students and parents.*

PERFORMANCE DESCRIPTOR: Organizes and prepares pre-season meetings with parents to review team policies, procedures, calendar and additional information regarding the upcoming sports season. Conducts parent/coach conferences as needed.

12. *Works cooperatively with coaching staff.*

PERFORMANCE DESCRIPTOR: Accepts and acts upon constructive criticism in a professional manner. Develops loyalty, flexibility and a spirit of cooperation among colleagues, campus administration and athletic department.

13. *Works cooperatively with campus administration.*

PERFORMANCE DESCRIPTOR: Accepts and acts upon constructive criticism in a professional manner. Develops loyalty, flexibility and a spirit of cooperation among colleagues, campus administration and athletic department.

14. *Works cooperatively with the Athletic Department.*

PERFORMANCE DESCRIPTOR: Accepts and acts upon constructive criticism in a professional manner. Develops loyalty, flexibility and a spirit of cooperation among colleagues, campus administration and athletic department.

II.COACHING PERFORMANCE

1. *Models respect for athletes, coaches, officials and patrons during all coaching situations and athletic events.*

PERFORMANCE DESCRIPTOR: Acts as a role model for athletes by exhibiting integrity, dependability, emotional stability and maturity. Demonstrates fairness and patience with team members. Provides constructive criticism and is generous with praise. Teaches respect for officials and their decisions. Exhibits appropriate dress code and appearance.

2. *Provides responsible supervision for student athletes.*

PERFORMANCE DESCRIPTOR: Provides effective team supervision on and off campus grounds before, during and after practices and games.

3. *Demonstrates knowledge and expertise in his/her sport.*

PERFORMANCE DESCRIPTOR: Makes good decisions during game situations, teaches fundamental skills and appropriate drills.

4. *Develops and implements effective leadership strategies that foster individual and team success.*

PERFORMANCE DESCRIPTOR: Develops written rules and procedures for student athletes. Motivates players to give maximum effort at all times. Coaches all players. Encourages the development of strong, positive and competitive attitudes among players.

5. *Designs flexible, well-coordinated and well-organized practice/game schedules that maximize team, staff and facility resources.*

PERFORMANCE DESCRIPTOR: Organizes and prepares for daily practices. Organizes and develops creative game plans and weekly itineraries. Efficiently delegates responsibility to assistant coaches. Plans and executes programs to achieve short and long term goals.

6. *Models the fundamental philosophy, skills and techniques endorsed by the SAISD Athletic Department for student athletes.*

PERFORMANCE DESCRIPTOR: Keeps current with, demonstrates knowledge of and adheres to SAISD Athletic Department, board and district policies.

7. *Demonstrates respect and good sportsmanship on and off the playing field; establishes expectations for student athletes and staff to do the same.*

PERFORMANCE DESCRIPTOR: Encourages positive interactions and good sportsmanship between athletes and opponents. Enforces a “no taunting” policy and teaches/models respect for officials and their decisions.

8. *Updates coaching techniques and ideas.*

PERFORMANCE DESCRIPTOR: Keeps abreast of and utilizes new and innovative concepts, ideas, and current technology through clinics, reading material, observation of competitors and other teams; sharing ideas with colleagues and peers. Maintains involvement in professional organizations.

9. *Models effective leadership skills that promote positive attitudes and efforts among student athletes.*

PERFORMANCE DESCRIPTOR: Exhibits positive attitude and enthusiasm.

10. *Follows required guidelines for addressing student injuries as found in the Athletic Handbook, board policy and district procedures.*

PERFORMANCE DESCRIPTOR: Self-explanatory

11. *Delegates responsibility to assistant coaches while maintaining full responsibility for the program or sport (Head Coaches only)*

PERFORMANCE DESCRIPTOR: Self-explanatory

12. *Uses effective, appropriate motivational strategies that comply with the Educators Code of Ethics for teachers and coaches, board policy, and athletic department requirements.*

PERFORMANCE DESCRIPTOR: Provides recognition of athletes' accomplishments. Promotes positive team morale. Motivates players to give maximum effort at all times using strategies such as pre-game and half-time pep talks.

13. *Places appropriate emphasis on the role of competitive athletics in the total development of the student athlete.*

PERFORMANCE DESCRIPTOR: Involves all athletes in team concepts, promoting growth of character in student athletes.

14. *Communicates to student athletes the importance of accepting responsibility for their own decisions and behavior on and off the playing field.*

PERFORMANCE DESCRIPTOR: Maintains individual and team discipline in a fair and positive manner. Enforces team rules consistently. Notifies parents, athletic coordinator and campus administrators when extreme discipline (such as dismissal) is required.

15. *Utilizes effective scouting methods and techniques to improve team's performance.*

PERFORMANCE DESCRIPTOR: Assign scouts, uses and interprets scouting reports, and incorporates the information gained into game plans.

16. *Achieves optimal individual and/or team performance levels that extends beyond season win-loss records.*

PERFORMANCE DESCRIPTOR: Athletes demonstrate correct fundamental skills, have good attitudes, demonstrate team work, exhibit high levels of competitiveness, and participate in organized, consistent practices. Coaches are able to maintain and increase student athlete participation in their sports programs.

17. *Meets or exceeds the Minimum Competition Standards as set forth by the athletic office (ratings of NI or U require a growth plan; first year coaches exempt from standards during initial coaching year).*

PERFORMANCE DESCRIPTOR: Maintains competitive athletic teams at all levels as outlined by the Minimum Competition Standards and included in the Athletic Department Handbook

III. RELATED COACHING RESPONSIBILITIES

1. *Actively participates in campus initiatives which address academic success.*

PERFORMANCE DESCRIPTOR: Shows interest in the classroom endeavors of student athletes. Initiates study hall and tutoring sessions, supports campus efforts and initiatives, encourages student participation in Saturday School, and consistently monitors students' academic progress. Establishes and maintains appropriate coach/student athlete relationship.

2. *Ensures all student athletes meet eligibility requirements in accordance with UIL competition guidelines.*

PERFORMANCE DESCRIPTOR: Demonstrates promptness and efficiency with clerical work related to student athlete eligibility: physicals, parent approval, insurance, transfers, end-of-season reports, academic eligibility, equipment, inventories, etc.

3. *Encourages athletes to participate in as many sports as desired.*

PERFORMANCE DESCRIPTOR: Facilitates complaints from parents/students regarding coaches' pressuring athletes to participate in a particular sport. Coordinates opportunities for coaches of other sports to invite athletes to participate in their sport; allows athletes to go to off-season programs in a fair manner.

4. *Supports student athletes' participation in other school related activities.*

PERFORMANCE DESCRIPTOR: Supports participation in other sports and school activities of interest to the student athlete: band, fine arts, student council, PALS, ROTC, etc. Makes an effort to attend students' activities, and works with other club sponsors to allow adequate practice time among shared activities.

5. *Encourages and/or facilitates opportunities for athletes to further develop individual and team skills during pre and post-season periods (high school only).*

PERFORMANCE DESCRIPTOR: Opens gym and weight room during off-season, holiday and summer periods; encourages year-long, sport-specific conditioning programs. Provides information related to summer sports leagues and tournament opportunities.

6. *Demonstrates a willingness to share athletic facilities with other school-related programs.*

PERFORMANCE DESCRIPTOR: Aids in promoting effective school and public relations by sharing athletic facilities for faculty/student athletic competitions; offers the gymnasium for large group activities; allows for community education classes, fitness and health-related activities in athletic areas, track, etc.

7. *Attends in-services, athletic department/school meetings and sports clinics necessary for the growth of the athletic program and the improvement of coaching performance.*

PERFORMANCE DESCRIPTOR: Engages in continuous professional improvement and learning as provided by the SAISD. Attends booster club meetings, reports scores and stats to newspapers, holds parent meetings at the beginning of the season, and posts game results on the district website.

8. *Attends all meetings, practices, and athletic events at designated times.*

PERFORMANCE DESCRIPTOR: Self-explanatory

9. *Follows requirements as described in the Athletic Handbook, board policy and district procedures.*

PERFORMANCE DESCRIPTOR: Self-explanatory

10. *Understands and follows rules and regulations set forth by all governing agencies, including but not limited to: UIL, TEA, SAISD Board of Trustees, the District, professional organizations and campus administration.*

PERFORMANCE DESCRIPTOR: Self-explanatory

11. *Submits required documents as listed in the Athletic Handbook to the campus and Athletic Department in a timely manner.*

PERFORMANCE DESCRIPTOR: Self-explanatory

12. *Provides a written report to campus administration and the Athletic Department regarding any critical incident as soon as practical, and not later than 24 hours after the incident, unless otherwise required by the school principal or the Athletic Department.*

PERFORMANCE DESCRIPTOR: Critical incidents must be reported to the campus principal and athletic department within 24 hours of occurrence; emergency situations must immediately be reported by phone to the school principal. An explanation of specific critical incidents can be found in the SAISD Athletic Department Handbook.

13. *Assumes responsibility for the proper procurement and care of athletic equipment.*

PERFORMANCE DESCRIPTOR: Organizes the effective issuance and collection of athletic equipment; plans for the efficient purchasing, storage, and security of equipment. Inspects and maintains equipment to ensure student safety. Purchases, stores and secures equipment as per district, athletic department and campus guidelines.

14. *Maintains and prepares facilities and equipment for practice and competition in accordance with athletic department, board policy and district procedures.*

PERFORMANCE DESCRIPTOR: Maintains district's standards of game uniforms. Supervises and maintains cleanliness of weight rooms, dressing rooms, and athletic facilities.

15. *Follows district guidelines for the purchase of equipment as specified in the Athletic Handbook, board policy and district procedures.*

PERFORMANCE DESCRIPTOR: Self-explanatory

16. *Follows district guidelines related to student activity accounts as specified in the Athletic Handbook, board policy and district procedures.*

PERFORMANCE DESCRIPTOR: Self-explanatory

17. *Maintains expenditures for the assigned sport within the budget in accordance with board policy and district procedure. (Head Coaches only).*

PERFORMANCE DESCRIPTOR: Self-explanatory

IV.SUPERVISION/LEADERSHIP (Athletic Coordinators Only)

1. *Serves as a liaison for the Athletic Department.*

PERFORMANCE DESCRIPTOR: Addresses concerns and issues with school administration, athletic office, coaches, athletes, parents, booster organizations, community, etc.

2. *Communicates athletic department information and philosophy via monthly and regularly scheduled coaches meetings.*

PERFORMANCE DESCRIPTOR: Provides staff agendas at monthly meetings; disseminates information received at coordinator's meetings to athletic staff.

3. *Works collaboratively with male/female athletic coordinators to address issues related to the campus athletic program.*

PERFORMANCE DESCRIPTOR: Supervises staff effectively and promotes staff development. Meets regularly with coaches and promotes positive staff morale. Engages in a shared decision-making processes. Maintains consistency between male and female athletic programs.

4. *Develops a collaborative and vertically aligned program for campuses within their area cluster schools.*

PERFORMANCE DESCRIPTOR: Relays expectations to staff; monitors practices and games; provides positive feedback and constructive criticism to coaches about observed practices and games; utilizes observation and verbal counseling reports; provides guidance to improve performance; facilitates training among cluster coaches regarding standard team plays, game and sports strategies.

5. *Assists in the selection and hiring of new coaches.*

PERFORMANCE DESCRIPTOR: Provides input to campus administrators/athletic department regarding the selection and hiring of new coaches, including a review of resumes, job search, interviews and final selection.

6. *Assists in the evaluation of campus-based coaches.*

PERFORMANCE DESCRIPTOR: Assists campus administration with the evaluation of campus-based coaches including the completion of evaluation records as appropriate. Provides formal and informal input to coaches and administrators through observations of practices and competitions. Uses documentation tools to provide positive feed and constructive criticism. Performs coach/staff evaluations efficiently and in a timely manner.

7. *Supervises and coordinates campus athletic facilities.*

PERFORMANCE DESCRIPTOR: Ensures that campus facilities are utilized fairly by all staff and community.

8. *Monitors and maintains up-to-date records for the assigned athletic programs.*

PERFORMANCE DESCRIPTOR: Demonstrates effective organization and management skills. Exhibits effective oral and written communication skills. Maintains squad lists, insurance forms, squad size forms, end of season reports, win-loss records, physicals, parent approvals, eligibility lists and letterman procedures.

9. *Collects and inputs data each nine weeks.*

PERFORMANCE DESCRIPTOR: Disaggregates data and analyzes reports. Meets with head coaches regarding data. Uses data to inform decisions regarding the athletic program.

Please Note: Performance Descriptors are intended to serve as an example of performance expectations for coaches. This list is by no means exhaustive. Additional criteria may apply.



Minimum Competition Standards for High School Athletics

Standards:

Football, Volleyball, Basketball, Baseball, Softball, and Soccer:

- **Varsity**
 - Must compete in all games assigned
- **Junior Varsity**
 - Must compete in all games assigned
- **Freshman**
 - Must compete in all games assigned
- **Freshman “B” Coach / JV “B” Coach**

The “B” team schedule must be submitted to the Athletic Department prior to the season. The “B” team must compete in at least one half of the number of games played by the varsity team and must maintain the following squad numbers the entire season:

○ Fr. Volleyball – 29	JV Soccer – 36
○ Fr. Basketball – 20	JV Baseball – 34
○ Fr. Football – 40	JV Softball – 32

Cross Country:

***A full team consists of at least five runners.**

- **Varsity**
 - Must have a full team entered in a minimum of seven (7) meets plus the district meet.
- **Junior Varsity**
 - Must have a full team entered in a minimum of four (4) meets plus the district meet.

Tennis:

- **Team Tennis**
 - Must compete in all assigned matches plus the district tournament.
 - **Spring Tennis**
 - Must compete in six (6) tournaments plus the district tournament and enter all events.
 - Criteria for assistant coach – must have a JV team of 7 boys and 7 girls consistently throughout the year (8 and 8 for Spring Tennis), play in no less than 5 matches in team tennis and 4 tournaments in Spring Tennis.
-

Track:

- **Varsity**
 - Must have one entry in at least thirteen (13) of seventeen (17) events in six meets plus the district meet.
 - **Junior Varsity**
 - Must have one entry in at least nine (9) of seventeen (17) events in five (5) meets plus the district meet.
-

Golf:

***A full team consists of a minimum of four (4) male and four (4) female golfers.**

- Must have a full team entered for both boys and girls and compete in six (6) tournaments plus the district tournament.
-

Swimming:

***A full team consists of eight (8) male and eight (8) female swimmers.**

- Must have a full team entered in all Dual Meets, two Invitational Meets, plus the District Meet, and Region Meet, if qualified.
-

Water Polo:

***Must have a minimum of four (4) male and four (4) female players.**

- Must participate in two of three (3) SAISD tourneys.
-

Accountability:

Sanctions

- If minimum standards are not met, the **head coach** will be placed on a growth plan the following year.
- After the second year of standards not being met, the **head coach's** assignment may be changed or the **head coach** may be relieved of all coaching duties.

Note

- First year head coaches will be exempt from these standards during their initial year in the assignment.



Minimum Competition Standards for Middle School Athletics

Standards:

Football, Volleyball, and Basketball:

Must field and compete in all A & B team games/matches assigned, including tournaments if scheduled.

“C” Team Coaches

The “C” team must compete in all of the games/matches scheduled and must maintain numbers to fill a team the entire season, or coaching slots may be removed from the campus for the following year. This decision will be made by the Athletic Office based on squad size reports, win/loss records and 7th & 8th grade school population per campus.

Soccer:

Must field and compete in all matches assigned by the Athletic Office, including tournaments.

Cross Country:

*A full team consists of a minimum of five runners.

Must have a full team (girls and boys) for each grade level entered in all meets assigned by Athletic Office

Tennis:

Must compete in all assigned matches with competitors in all events (7 girls & 7 boys), including tournaments.

Track:

Must have one entry in at least twelve (12) of sixteen (16) events in all meets assigned by the Athletic Office

Golf:

*A full team consists of a minimum of five (5) male and five (5) female golfers.

Must have a full team entered for both boys and girls in all matches assigned by the Athletic Office, including tournaments.

Accountability:

Sanctions

If minimum standards are not met, the Head Coach will be placed on a growth plan for the following year.

After the second year of standards not being met, the head coach’s assignment may be changed or the head coach may be relieved of all coaching duties.

Note:

- First year Head Coaches will be exempt from these standards during their initial year in the assignment.

SAISD Expectations and Job Description **For High School Coordinators**

Mission Statement:

The mission of the SAISD Athletic Department, a partner in academics and athletics, is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

Qualifying Criteria:

1. Male Coordinator – The male coordinator position must be filled by the Head Football Coach and be an employee assigned to the campus.
2. Female Coordinator – The female coordinator position must be filled by a coach assigned to the campus.

High School Coordinators are required to:

1. Serve as a role model to their athletes, coaching staff, faculty, and community by exemplifying leadership, moral character, commitment, good sportsmanship, dedication, and insisting that their coaching staff serve as role models as well.
2. Maintain a professional demeanor in all areas modeling to athletes the same behavior that they require of them in practice, competition, and throughout the school day.
3. Maintain an open line of communication with the school administration (meet with the principal once a week together), Athletic Department, community, staff and athletes in reference to expectations of appropriate conduct and performance in their high school and middle school athletic programs.
4. Ensure that their coaching staff maintains the perspective that a quality education is of the highest priority in working with our student athletes.
5. Work together with parents, school staff, and athletes to avoid academic failure by ensuring that all Head Coaches develop and implement an academic plan.
6. Disseminate Athletic Department information received at monthly coordinators' meetings to all appropriate coaching staffs at a combined monthly coaches meeting, ensuring that each coach on their campus is aware of all UIL Rules and Regulations, changes, and implications.
7. Cooperate with the Athletic Department and school in regards to submitting documents as listed in the Athletic Handbook and mandate that all policies in the Athletic Handbook be followed.
8. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
9. Coordinate with the entire coaching staff home visits to the incoming 9th graders who live in the high school attendance zone.
10. Ensure that all coaches: follow and enforce the Student-Parent Athletic Handbook, perform the responsibilities of their coaching assignment; dress appropriately according to dress code; and attend in-services or clinics necessary for growth of their athletic programs.
11. Uses 5 Measures Report Card data to provide support, guidance, and direction to coaches regarding the athletic program.
12. Ensure that all coaches understand and follow rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, National Federation Associations, Board of Education, and the San Antonio Independent School District administration.
13. Promote all sports in the athletic program, foster school spirit and pride, and participate in athletic related school functions.

14. Ensure that all coaches follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.
15. Coordinate and supervise the storage and maintenance of the athletic equipment on their campus and facilitate the usage of campus facilities.
16. Assist, evaluate, and supervise all coaches and trainers as directed by the campus Principal and the Athletic Department in an effort to maintain successful athletic programs on their campus to include a pre-season and post-season summation with all head coaches each year.
17. Stay current in RCP, CPR, AED, First Aid and Safety Training and make certain that all personnel on their staff are certified by keeping copies of their certifications on file.
18. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
19. Ensure that all coaches maintain up-to-date records for the athletic programs, to include: squad lists, insurance forms, squad size forms, end-of-season win-loss records, physicals, parent approvals, and eligibility lists.
20. Develop and implement a schedule for visiting middle school coaches, principal's and programs feeding into his/her school for effective vertical alignment. Visits will be made 3 times a week as follows: 3 feeders-1 visit each per week, 2 feeders-1 visit to feeder A and 2 visits to feeder B and alternate each week, 1 feeder-3 visits per week.
21. Assist in the selection process of new coaches as directed by the Principal and Athletic Department.
22. Assist in the study and implementation of upgrading the athletic facilities on the campus as directed by the Principal or Athletic Department.
23. Monitor the cleanliness, neatness, repairs and upgrades of athletic facilities on their campus on a daily basis.
24. Coordinate and monitor the campus Previous Athletic Participation forms and procedures to ensure eligibility and act as the liaison with the DEC and chairman.
25. Organize and implement CER staff development for new coaches on their campus.
26. Coordinate, disseminate, and monitor varsity player passes for all sports.
27. Coordinate the supervision of sub-varsity games year round as determined by the campus administrator.
28. Assume responsibility for coordinating track and cross country meet assignment (s) as determined by the Athletic Department.
29. Assign supervision for open gym/weight room during the off-season and summer.
30. Perform other duties related to the athletic program, as stipulated by SAISD
31. Obtain a CDL Certification.

I have read the above requirements and I understand that I am expected to fulfill them and I understand if I do not fulfill them I will be subject to penalty.

Teacher/Coach Signature

Date

Revised 8/27/15

SAISD Expectations and Job Descriptions
For High School General Assistant and First Assistant Coaches

Mission Statement:

The mission of the SAISD Athletic Department, a partner in academics and athletics, is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

High School General Assistants are required to:

1. Serve as a role model to athletes, coaches, and faculty that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to athletes the same behavior and dress that are required of them in practice and competition.
2. Assist head coach in planning and organizing the middle school athletic program where it affects the high school athletic program.
3. Develop and foster a positive relationship with the head coach, Principal, Athletic Department, other department heads, and the community in order to solicit support for the high school athletic program.
4. Support and be loyal to the head coach in dealings with the team, media, campus administrators, or any situation that requires the assistant coach's input or cooperation.
5. Attend middle school banquets, games, and/or special events and include middle school staff in social gatherings sponsored by the high school.
6. Maintain equipment through the supervision of the equipment storage, identification, issuance procedures, and ordering policies as delegated by the head coach.
7. Be knowledgeable of good scouting techniques, film breakdowns, and be of assistance to the head coach in the planning, organizing, and implementing of practices and game situations, both offensively and defensively.
8. Promote good weight training techniques and be able to run strength and conditioning programs as assigned by the head coach or athletic coordinator.
9. Maintain up-to-date records for the athletic programs (squad lists, insurance forms, squad size forms, end of season win-loss records, physicals, parent approvals, and eligibility lists) as directed by the head coach.
10. Supervise athletes at athletic events, practices and games as assigned by the head coach.
11. Assist in recruiting athletes, and maximizing their performance through positive reinforcement, care and concern.
12. Maintain and coordinate the use of the campus facilities and shared practice facilities (gym usage, field usage, and weight room) for sports during in-season and off-season time periods as assigned by the head coach.
13. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
14. Follow and enforce the Student-Parent Athletic Handbook.
15. Place appropriate emphasis on the role of competitive athletics in the total development of the athlete and communicate to team members the responsibility for their decisions and their behavior both on and off the playing field.
16. Attend scheduled coaches' meetings as assigned by the Athletic Office, athletic coordinator and head coach.
17. Abide by all University Interscholastic League, San Antonio Independent School District rules and regulations, and Athletic Department policies.
18. Must be current in RCP, CPR, AED, and First Aid before coaching any athlete.
18. Perform other duties related to the athletic program, as stipulated by SAISD.
19. Visit middle schools where needed for improvement of all facets of boys and girls programs. Good team

management should be practiced, utilizing effective coaching techniques. Game and practices should reflect good planning and organization.

20. Demonstrate Concern and involvement, (i.e. interest, supervision, discipline, academics) in all sports regardless of individual assignment.
21. Dress according to “Dress Code for Coaches and Athletic Trainers.”
22. Attend all assigned in-service programs.
23. Follow district procedures related to student activity accounts.
24. Maintain expenditures for your sport within the athletic department assigned budget.
25. Any coach hired after August 1st, 2011 will be required to obtain a CDL Certification.

I have read the above requirements and I understand that I am expected to fulfill them and I understand if I do not fulfill them I will be subject to penalty.

Teacher/Coach Signature

Date

Revised 7/27/15

SAISD Expectations and Job Descriptions
For High School Head Basketball Coaches

Mission Statement:

The mission of the SAISD Athletic Department, a partner in academics and athletics, is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

High School Head Basketball Coaches are required to:

1. Serve as a role model that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to their athletes and coaching staff the same behavior and dress that they require of them in practice and competition.
2. Utilize effective coaching techniques, teach correct fundamental skills, demonstrate knowledge and expertise in their assigned sport and maintain a high level of competitiveness.
3. Have a systematic method of recruiting and maintaining student athletes in all athletic programs.
4. Educate parents and student athletes on the philosophy, expectations, and policies of their assigned sport and insist that they maintain respect for game officials, opponents, administrators and fans.
5. Visit middle schools and assist where needed for improvement for all facets of all boys and girls programs and provide them the opportunity to use high school facilities.
6. Attend middle school banquets, games and/or special events and include middle school staffs in social gatherings sponsored by the high school.
7. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
8. Keep up-to-date records (squad lists, insurance forms, physicals, season statistics, parent approvals, and eligibility lists) and submit required documentation to the Athletic Department.
9. Provide proper supervision for all team members during practice, game, and athletic events.
10. Hold regular staff meetings to ensure that their staff is current, understands, and abides by the rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, Board of Education, Athletic Department, National Federation Associations and the San Antonio Independent School District administration.
11. Follow district policy when purchasing equipment, keep accurate records of purchases, and follow district procedures related to student activity accounts as specified in the Athletic Handbook.
12. Adhere to the Athletic Department procedures in addressing student athlete injuries.
13. Maintain filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents.
14. Follow and enforce the Student-Parent Athletic Handbook.
15. Maximize each individual's contribution to the team, encourage athletes to support one another in a positive manner, recognize good effort, sportsmanship, and individual achievements.
16. Work to build a strong sense of self-esteem in athletes by exhibiting confidence in each player and the team as a whole by using positive reinforcement to motivate athletes to reach their full potential.
17. Encourage athletes to achieve academic success and show pride in their capabilities, abilities, and involvement in other school activities ensuring the development of a well-rounded athlete.
18. Exhibit proper leadership skills when dealing with their athletes, coaching staff, other coaches, opponents, fans, and parents.
19. Demonstrate fairness, understanding, tolerance, patience, care and concern for their student athletes.
20. Utilizes 5 Measures data to evaluate and improve their athletic program.
21. Be current in RCP CPR, AED, First Aid and Safety Training before coaching any athlete.
22. Games and practices should reflect good planning and organization.

23. Involve middle school coaches and assistant coaches in planning and organizing athletic programs where it affects the high school sports and middle school program.
24. Teach and demonstrate good sportsmanship.
25. Maintain equipment (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
26. Dress professionally for all facets of your job including workouts and competitions.
27. Dress according to “Dress Code for Coaches and Athletic Trainers.”
28. Perform any other duties as assigned by the Principal and Athletic Office.
29. Prepare and send recommendation letters to colleges or universities regarding their athletes.
30. Follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.
31. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
32. Attend all assigned in-service programs.
33. Follow district procedures related to student activity accounts.
34. Maintain expenditures for your sport within the athletic department assigned budget.
35. All coaches must also meet the expectations for team and student participation as described in the Minimum Competition Standards associated with their coaching assignment.
36. Act as liaison to their middle school feeder programs between the high school and middle school coaching staffs, and coordinators.
 - a. Make weekly visitations to the middle school campuses within the (cluster) feeder pattern to provide support and feedback regarding the athletic program
 - b. Promote vertical alignment of athletic programs and document the status of the Five Skill Expectations on the “Coaches Observation Snapshot” form to be scanned and emailed to the coach observed and the HS Athletic Coordinator.
37. Maintain an open line of communication with the school administration, Athletic Department, community, staff and athletes in reference to expectations of appropriate conduct and performance in their high school and middle school athletic programs.
38. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
39. Promote all sports in the athletic program, foster school spirit and pride, participate in athletic related school functions, and assist in the supervision of the athletic activities on campus.
40. Report directly to the campus Athletic Coordinator.
41. Videotape varsity games during the football/volleyball season and spring football games if applicable.
42. Supervise sub-varsity games year-round as determined by Athletic Coordinator.
43. Assume responsibility for cross country and track meet assignment(s) as determined by Athletic Department and/or the Athletic Coordinator.
44. Supervise open gym/weight room during the off-season. The opening of the gym/weight room must be coordinated with the appropriate Athletic Coordinator.
45. The responsibilities are year round responsibilities. The coach will report to work each year at a time designated by the Athletic Department.
46. Any coach hired after August 1st, 2011 will be required to obtain a CDL Certification.

I have read the above requirements and I understand that I am expected to fulfill them and I understand if I do not fulfill them I will be subject to penalty.

Teacher/Coach Signature

Date

8/27/15

SAISD Expectations and Job Descriptions
For High School Head Coaches

Mission Statement:

The mission of the SAISD Athletic Department, a partner in academics and athletics, is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These

activities will produce young men and women able to enter the community and become constructive, contributing members of society.

High School Head Coaches are required to:

1. Serve as a role model that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to their athletes and coaching staff the same behavior and dress that they require of them in practice and competition.
2. Visit middle schools and assist where needed for improvement for all facets of all boys and girls programs and provide them the opportunity to use high school facilities.
3. Utilize effective coaching techniques, teach correct fundamental skills, demonstrate knowledge and expertise in their assigned sport and maintain a high level of competitiveness.
4. Have a systematic method of recruiting and maintaining student athletes in all athletic programs.
5. Educate parents and student athletes on the philosophy, expectations, and policies of their assigned sport and insist that they maintain respect for game officials, opponents, administrators and fans.
6. Attend middle school banquets, games and/or special events and include middle school staffs in social gatherings sponsored by the high school.
7. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
8. Keep up-to-date records (squad lists, insurance forms, physicals, season statistics, parent approvals, and eligibility lists) and submit required documentation to the Athletic Department.
9. Provide proper supervision for all team members during practice, game, and athletic events.
10. Hold regular staff meetings to ensure that their staff is current, understands, and abides by the rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, Board of Education, Athletic Department, National Federation Associations and the San Antonio Independent School District administration.
11. Follow district policy when purchasing equipment, keep accurate records of purchases, and follow district procedures related to student activity accounts as specified in the Athletic Handbook.
12. Adhere to the Athletic Department procedures in addressing student athlete injuries.
13. Maintains filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents.
14. Follow and enforce the Student-Parent Athletic Handbook.
15. Maximize each individual's contribution to the team, encourage athletes to support one another in a positive manner, recognize good effort, sportsmanship, and individual achievements.
16. Work to build a strong sense of self-esteem in athletes by exhibiting confidence in each player and the team as a whole by using positive reinforcement to motivate athletes to reach their full potential.
17. Encourage athletes to achieve academic success and show pride in their capabilities, abilities, and involvement in other school activities ensuring the development of a well-rounded athlete.
18. Exhibit proper leadership skills when dealing with their athletes, coaching staff, other coaches, opponents, fans, and parents.
19. Demonstrate fairness, understanding, tolerance, patience, care and concern for their student athletes.
20. Utilizes 5 Measures data to evaluate and improve their athletic program.
21. Be current in RCP, CPR, AED, First Aid and Safety Training before coaching any athlete.
22. Games and practices should reflect good planning and organization
23. Involve middle school coaches and assistant coaches in planning and organizing athletic programs where it affects the high school sports and middle school program.

24. Teach and demonstrate good sportsmanship.
25. Maintain equipment (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
26. Dress professionally for all facets of your job including workouts and competitions.
27. Dress according to “Dress Code for Coaches and Athletic Trainers.”
28. Perform any other duties as assigned by the Principal and Athletic Office.
29. Prepare and send recommendation letters to colleges or universities regarding their athletes.
30. Follow district lettering requirements and require signatures from both athletes and parents to document that they have been notified.
31. Review and document student athlete eligibility throughout the school year to help keep academic excellence.
32. Attend all assigned in-service programs.
33. Follow district procedures related to student activity accounts.
34. Maintain expenditures for your sport within the athletic department assigned budget.
35. A head coach who is assisting in another sport that overlaps seasons must conduct work outs in both sports
36. All coaches must also meet the expectations for team and student participation as described in the Minimum Competition Standards associated with their coaching assignment.
37. Any coach hired after August 1st, 2011 will be required to obtain a CDL Certification.

I have read the above requirements and I understand that I am expected to fulfill them and I understand if I do not fulfill them I will be subject to penalty.

Teacher/Coach Signature

Date

Revised 8/27/15

SAISD Expectations & Job Descriptions
For Middle School General Assistant Coaches

Mission Statement:

The mission of the SAISD Athletic Department, a partner in academics and athletics is to ensure

and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

Middle School General Assistants are required to:

1. Serve as a role model to athletes, coaches, and faculty that exemplify leadership, moral character, commitment, good sportsmanship and dedication by modeling to athletes the same behaviors and dress that are required of them in practice and competition.
2. Assist head coach in planning and organizing the middle school athletic program, implementing the same system as the high school program and scouting for high school as assigned by the high school coordinator.
3. Develop and foster a positive relationship with the head coach, Principal, Athletic Department, other department heads, and the community in order to solicit support for the high school athletic program.
4. Support and be loyal to the head coach in dealings with the team, media, campus administrators, or any situation that requires the assistant coach's input or cooperation.
5. Demonstrate concern and involvement in all sports regardless of individual assignment.
6. Visit high schools when needed and take the opportunity to use high school facilities when offered.
7. Invite the high school staff to middle school banquets, games, and/or special events and include them in any social gatherings sponsored by the middle school.
8. Maintain equipment through the supervision of the equipment storage, identification, issuance procedures, and ordering policies as delegated by the head coach.
9. Be knowledgeable of good scouting techniques, film breakdowns, and be of assistance to the head coach in the planning, organizing, and implementing of practices and game situations, both offensively and defensively.
10. Promote good weight training techniques and be able to run strength and conditioning programs as assigned by the head coach or athletic coordinator.
11. Maintain up-to-date records for the athletic programs (squad lists, insurance forms, squad size forms, end of season win-loss records, physicals, parent approvals, and eligibility lists) as directed by the head coach.
12. Supervise athletes at athletic events, practices, and games as assigned by the head coach.
13. Assist in recruiting athletes, maintaining their eligibility, and maximizing their performance through positive reinforcement, care and concern.
14. Maintain and coordinate the use of the campus facilities and shared practice facilities (gym usage, field usage, and weight room) for sports during in-season and off-season time periods as assigned by the head coach.
15. Implement strategies that develop both individual discipline and team discipline and monitor their effectiveness throughout the school year.
16. Follow and enforce the Student-Parent Athletic Handbook.
17. Place appropriate emphasis on the role of competitive athletics in the total development of the athlete and communicate to team members the responsibility for their decisions and their behavior both on and off the playing field.
18. Attend scheduled coaches' meetings as assigned by the Athletic Office, athletic coordinator and head coach.
19. Abide by all University Interscholastic League, San Antonio Independent School District rules

- and regulations, and Athletic Department policies.
20. Must be current in RCP, CPR, AED and First Aid before coaching any athlete.
 20. Perform other duties related to the athletic program, as stipulated by SAISD.
 21. Dress according to “Dress Code for Coaches and Athletic Trainers.”
 22. Develop a good work ethic among athletes by practicing five days a week at a time at a time appropriate in length.
 23. Any coach hired after August 1, 2011 will be required to obtain a CDL Certification.

I have read the above requirements and I understand that I am expected to fulfill them and I understand if I do not fulfill them I will be subject to penalty.

Teacher/Coach Signature

Date

Revised 7/27/15

SAISD Expectations & Job Description
For Middle School Coordinators

Mission Statement:

. The mission of the SAISD Athletic Department, a partner in academics and athletics is to ensure and enhance the quality of life for the youth of our school district by providing

competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

Middle School Coordinators are required to:

1. Maintain an open line of communication with the school administration, Athletic Department, community, staff and athletes in reference to expectations of appropriate conduct and performance in their high school and middle school athletic programs.
2. Ensure that their coaching staff maintains the perspective that a quality education is of the highest priority in working with our student athletes. They must work together with parents, school staff, and athletes to avoid academic failure and discipline problems.
3. Disseminate Athletic Department information received at monthly coordinators meetings to all appropriate coaching staff ensuring that each coach on their campus is aware of all UIL Rules and Regulations, changes, and implications.
4. Cooperate with the Athletic Department and school in regards to submitting documents as listed in the Athletic Handbook and mandate that all policies in the Athletic Handbook be followed.
5. Follow the due process procedures established by the San Antonio Independent School District in conjunction with the policies of the Athletic Department.
6. Develop effective public relations with the school, parents, athletes, and community in an effort to promote the benefits of participating in school athletics.
7. Perform the responsibilities of their coaching assignment, and attend in-services or clinics necessary for growth of their athletic programs.
8. Understand and follows rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, National Federation Associations, Board of Education, and the school district administration.
9. Promote all sports in the athletic program, foster school spirit and pride, participate in athletic related school functions, and assist in the supervision of the athletic activities on campus.
10. Prepare and send all paperwork necessary for the middle school athlete to compete at the high school to their feeder high school athletic coordinator.
11. Serve as a role model to their athletes, coaching staff, faculty, and community by exemplifying leadership, moral character, commitment, dedication, good sportsmanship and insisting that their coaching staff serve as role models as well.
12. Maintain a professional demeanor in all areas modeling to athletes the same behavior that they require of them in practice, competition, and throughout the school day.
13. Establish written criteria for lettering requirements and training rules for team members that require signatures from both athletes and parents to document that they have been notified.
14. Follow and enforce the Student-Parent Athletic Handbook.
15. Coordinate and supervise the storage and maintenance of the athletic equipment on their campus and facilitate the usage of campus facilities in conjunction with their counterpart coordinator.
16. Assist, evaluate, and supervise all new and present staff personnel as directed by the campus Principal and Athletic Department in an effort to maintain successful athletic programs on their campus.
17. Stay current in RCP, CPR, AED and First Aid and make certain that all personnel on their staff are certified by keeping copies of their certification on file.
18. Review and document student athlete eligibility throughout the school year to help keep

academic excellence both on and off the court in the forefront.

18. Perform other duties related to the athletic program, as stipulated by SAISD.
19. Dress according to “Dress Code for Coaches and Athletic Trainers”
20. Attend scheduled athletic coordinator’s meetings as assigned by the Athletic Office.
21. Organize and implement regular school staff meetings with all coaches on campus.
22. Maintain an inventory of all equipment of coaches leaving district, school etc. and collect keys as directed by the principal.
23. Any coach hired after August 1, 2011 will be required to obtain a CDL Certification.

I have read the above requirements and I understand that I am expected to fulfill them and I understand If I do not fulfill them I will be subject to penalty.

Teacher/Coach Signature

Date

Revised 7/27/15

SAISD Expectations and Job Descriptions **For Middle School Head Coaches**

Mission Statement:

The mission of the SAISD Athletic Department, a partner in academics and athletics is to ensure and enhance the quality of life for the youth of our school district by providing competitive activities. These activities will produce young men and women able to enter the community and become constructive, contributing members of society.

Middle School Head Coaches are required to:

1. Serve as a role model that exemplifies leadership, moral character, commitment, good sportsmanship and dedication by modeling to their athletes and coaching staff the same behavior and dress that they require of them in practice and competition. Implement the same system as high school program and scout for high school as assigned by the high school coordinator.
2. Attend all assigned in-service programs, clinics and staff meetings set up by the Athletic Department, athletic coordinator, or Principal.
3. Teach good fundamental skills while being positive with their athletes.
4. Maximize each individual's contribution to the team, encourage athletes to support one another in a positive manner, recognize good effort, sportsmanship, and individual achievements.
5. Maintain equipment, (storing, securing, repairing, issuing, and inventorying). Keep a complete inventory of all equipment issued to coaches. Collect keys and equipment from any coach leaving the school.
6. Inventory all equipment of coaches leaving their athletic program or school and collect their keys.
8. Keep up-to-date records (squad lists, insurance forms, physicals, season statistics, parent approvals, and eligibilities).
9. Have a systematic method of recruiting athletes and maintaining their eligibility and team membership.
10. Provide proper supervision for all team members during practice, game, and athletic events.
11. Assist in the operation of various sports activities and as assigned by the Athletic Office.
12. Set a proper example by being prompt and on time to all meetings, practices, and athletic events.
13. Encourage strong lines of communication with coordinator, principal, and Athletic Office.
14. Adhere to the Athletic Department procedures in addressing student athlete injuries.
15. Follow and enforce the Student-Parent Athletic Handbook.
16. Maintains filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents
17. Develop good work ethic among athletes by practicing five days a week at a time appropriate in length.
18. Games and practice should reflect good planning and organization.
19. Plan, manage, and supervise all practices, locker rooms, and game situations.
20. Work to build a strong sense of self-esteem in athletes by exhibiting confidence in each player and the team as a whole and use positive reinforcement to motivate athletes to reach their full potential.
21. Invite High School staff to social gatherings, banquets, and athletic activities sponsored by the Middle School and attends their functions as well.
22. Exhibit proper leadership skills when dealing with their athletes, coaching staff, other coaches, opponents, fans, and parents.
23. Demonstrate fairness, understanding, tolerance, patience, care and concern for their student athletes.
24. Demonstrate concern and involvement in all sports regardless of individual assignments.
25. Use motivation techniques and strategies that are age appropriate and which comply with the code of ethics for teachers and coaches applicable to them, as well as, the requirements of the Athletic Department and the San Antonio Independent School District.
26. Follow district policy when purchasing equipment, keep accurate records of purchases, and follow district procedures related to student activity accounts as specified in the Athletic

Handbook.

27. Communicate to team members the importance of accepting responsibility for their decisions and their own behavior on and off the playing field.
28. Encourage athletes to achieve academic success and show pride in their capabilities, abilities, and involvement in other school activities ensuring in developing the well-rounded athlete.
29. Hold regular staff meetings to that their staff is current, understands, and abides by the rules and regulations set forth by all governing agencies including, but not limited to: UIL, TEA, and Board of Education, Athletic Department, National Federation Association and the San Antonio Independent School District Administration.
30. Cooperate with the Athletic Department and the school in regard to submitting documents as listed in the Athletic Handbook and mandate that all policies in the Athletic Handbook be followed.
31. Be current in RCP, CPR, AED and First Aid before working with the middle school athlete.
32. Dress according to “Dress Code for Coaches and Athletic Trainers.”
33. Perform other duties related to the athletic program, as stipulated by SAISD.
34. Any coach hired after August 1, 2011 will be required to obtain a CDL certification.

I have read the above requirements and I understand that I am expected to fulfill them and I Understand that if I do not fulfill them I will be subject to penalty.

Teacher/Coach Signature

Date

Revised 7/27/15

ATHLETIC TRAINING POLICIES AND PROCEDURES

INSURANCE POLICIES

GENERAL

Each high school will have their own trainer who will service their feeder middle schools.

SPECIFIC

Policy for all middle and high school athletes - grades 7-12:

SAISD has approved and purchased an athletic insurance plan to cover all athletes, grades 7-12.

PROCEDURES FOR HANDLING CLAIMS AND MEDICAL BILLS

IN SEASON PARTICIPATION:

Medical Bills

Personal health insurance (ex: Blue Cross and Blue Shield) must be applied first on any medical service rendered. A copy of all bills should be sent to the high school trainer sending the injured athlete. The athletic insurance plan will serve as secondary coverage after the personal health insurance has been applied.

*If the athlete has no personal health insurance coverage, the athletic insurance plan will be applied.

Remaining balances on medical statement will be the responsibility of the injured athlete's parents or guardian.

Claims

A claim form for every athletic related injury will be initiated by the high school trainer who has referred the injured athlete. Claims on injuries will be handled at each individual school. As stated above, personal insurance is applied first in all cases and the athletic insurance used after or, in cases where athletes have no personal insurance.

All high school injuries will be handled by the trainers and designated physicians unless otherwise stated.

Coaches do not make doctor referrals or commitments of payment on medical bills under any circumstances.

OFF-SEASON PARTICIPATION:

Claims

Claims for off-season athletic injuries will follow the same procedures as in season injuries.

***Off season injuries will only be considered for payment if they occur in adherence with the Constitution and Contest Rules of the University Interscholastic League.

All Sports Except Football

Off-season workouts. Accelerated physical education activities, calisthenics, skills, or conditioning exercise may be conducted during the school term within the school day provided it does not exceed one 60-minute period within the school day. This 60-minute period includes dressing, the actual off-season conditioning, etc. Off-season classes- before or after school, or during the noon hours- are specifically prohibited.

Football

Off-season workouts. Accelerated physical education activities, calisthenics, individual football skills, or conditioning exercises may be conducted during the school term within the school day (provided it does not exceed one 60-minute period with the school day). Classes before or after school or during the noon hours are specifically prohibited. Allowed equipment during the off-season is limited to a football, molded rubber sole cleated shoes, and physical education attire worn in regular physical education classes.

PROCEDURES REGARDING EMERGENCIES AT ALAMO STADIUM AND SPORTS COMPLEX

Generally speaking, the Athletic Trainer will be the first qualified individual to examine the athlete. If the Athletic Trainer desires further consultation, he will consult the physician in attendance. In the absence of a physician the Athletic Trainer will make the decisions based on his experience of having handled previous injuries of this nature. Immediate treatment will be based on the athletic trainer's knowledge. The decision of whether or not an athlete returns to the contest will rest with the physician if in attendance and the athletic trainer.

*****IMPORTANT-** Parents will not be allowed on the field or sidelines unless requested by the trainer or physician.

If the injury is such that the parents can be the source of transportation to the hospital, the Athletic Trainer or Physician may call on them. If the injury is such that the athlete will not be further injured by staying at the contest, medical consultation may be delayed until after returning to the school. All head coaches will be notified as soon as possible as to the status of the injured athlete.

SPECIFIC PROCEDURES FOR HOME GAME INJURIES

1. **Head Injuries.** If the athlete loses consciousness for any period of time he/she will be transported to the hospital by EMS as soon as possible. If the athlete shows unusual signs and symptoms that indicate a head injury he/she will be removed from the contest and observed and treated until said signs and symptoms dissipate. He/she will not be allowed to play anymore in the game. The following are distinguishing signs and symptoms of a head injury:

- Loss of consciousness
- Disorientation
- Inability to move any body part
- Unequal size of pupils
- Vomiting and/or nausea

After returning to the school, if the athlete is still having the signs and symptoms of the head injury, the athlete will be taken to the hospital. If the signs and symptoms have subsided enough so the athlete is permitted to go home, the parents are notified of the head injury and alerted to the problems that may arise later on in the night. If these problems do arise the athlete is taken to the hospital as soon as possible by the parents.

2. **Suspected Spinal Injury.** Under no circumstances will the athlete be moved until the physician and trainer have thoroughly examined the athlete to make a tentative diagnosis. Only then will the athlete be moved, but proper methods for movement should be used so as not to incur further damage. Transportation by ambulance or EMS will be at the discretion of the physicians and trainers. A parent who wishes to ride with the injured athlete may do so to ensure immediate treatment at the hospital upon arrival.
3. **Internal Chest or Abdomen Injury Procedure.** The trainer and physician will both examine and evaluate the extent of injury determining whether or not the athlete may continue in that particular sport. After returning back to the home school, parents should be notified of any symptoms and what to look for in case complications might arise.

PROCEDURES FOR STRAINS, SPRAINS, CONTUSIONS, FRACTURES, DISLOCATIONS, AND SEPARATIONS

Etiology, symptoms, and signs noted by the Athletic Trainer with consultation from attending physician will determine if further evaluation is needed. Strains, sprains and contusions should be treated with ice (ice massage, ice bag, or immersion in a bucket of ice) along with a wet ace wrap for compression. Elevation should be employed to control swelling. If the athlete experiences difficulty in walking, crutches should be used. All these methods should be continued until the trainer or physician directs otherwise. The following day the injury should be re-evaluated to determine if further consultation is needed. Should the injury be re-injured or fail to respond in the normal time, the athlete is sent to the physician. In all cases, only the trainer and/or physician will determine the playing or practice status of the athlete.

Fractures, dislocations, and separations will be treated in this manner:

Etiology symptoms and signs will determine if this injury should be treated at the scene or if hospitalization is needed. Treatment will include ice compression and splinting to provide immobilization, keeping in mind the pain threshold of the athlete. Any further treatment will be directed only by the trainers and or attending physician. Parents might be used to transport the athlete to the hospital for extensive evaluation if the trainers and physicians wish to take this course.

HEAT STROKES

Heat stroke is an acute medical emergency with three major manifestations:

Profound dysfunctions of the central nervous system:

Weakness, dizziness, fainting, loss of consciousness leading to coma.

A temperature of 105 degrees or over

Hot, red, dry skin

There are two forms of heat stroke that can be seen. The classic variety is not associated with exertion. It usually occurs during periods of intense heat waves especially if the humidity is high. Normally, it is seen in the aged, the debilitated, the chronically ill and the obese. The second variety occurs in healthy individuals performing work at such intensity that the heat produced from muscle contraction cannot be dissipated fast enough. Their heat load amounts progressively and high fever follows. We are here concerned only with the second form of heat stroke. In nearly all cases this type of heat stroke is preventable.

Steps to take to prevent heat stroke from occurring in healthy individuals who are performing too much work:

At the beginning of the athletic season try to schedule practice sessions during cool hours of the day. If this is impossible, the practice session must not be too rigid at the beginning.

Getting use to the heat and being able to work in it is achieved by gradual stepwise increase in the amounts of heat stress. When fully developed, a man can perform work or exercise in a hot climate without discomfort. Before acclimatization, such work might have been intolerable or even fatal. Approximately two weeks are required.

*** Plenty of water and ice should be provided during all the practice sessions and the athlete should be encouraged to drink as much as he wants. The water should be cool and attractive in appearance to encourage maximum ingestion. The athlete should be given plenty of time to drink water whenever he wants it.

It was once held that an individual could not become physically conditioned if he consumed water during practice or a game, this could add the possibility of heat stroke and dehydration of body cells.

It is for the same reason that the entire football uniform complete with helmet need not be worn throughout the entire practice session especially during hot, humid days. There has been some belief that this practice of wearing the entire uniform throughout the practice session is necessary for toughening up of the athletes. Be that as it may, it also causes more interference with heat loss and therefore heat stroke is much more likely to occur.

Any injury that causes the athlete to miss practice/games or if medical assistance is needed, the injury will be recorded and the parent notified by coaches or trainer. All treatment before and after injury will be kept on a daily record keeping basis.

AWAY GAME PROCEDURES

The trainer will make all decisions regarding treatment, playing status, transportation and parent notification on any injury where a physician is not in attendance. These decisions will be based on the trainer's previous background and knowledge of athletic injuries.

The trainer will keep at all times the welfare of the injured athlete as their prime concern. If a physician is in attendance, the trainer may seek their opinion and the physician may advise concerning treatment, transportation, and playing status of the athlete. If the injury is to the extent that the trainer feels the parents should be notified then every attempt will be made to find them and relate the extent of the athlete's

ADMINISTRATIVE PROCEDURES FOR DISPENSING OF MEDICATIONS AND SIMILAR SUBSTANCES BY ATHLETIC TRAINERS TO STUDENTS IN THE DISTRICT ATHLETIC PROGRAM

Following is a list of approved non-prescription substances for the next school year. Prescription medications must be prescribed individually by a licensed physician.

1. Kaopectate- for short term diarrhea episodes - dose as on bottle or as directed by team physician.
2. Zinc Oxide - apply to skin as needed for abrasions.
3. Caladryl Lotion - apply to dry itching skin areas.
4. Eye washes - for local irrigation - directions on bottle.
5. Numzident - for temporary toothache.
6. Nasal spray - to aid in control of nose bleed. Should be no stronger than 0.5% neosynephrin or equivalent.
7. Bacitracin ointment - for areas of infected skin.
8. Antacids - for temporary upset stomach. No absorbable substances. Those permitted are Gelusil, Mylanta, and Maalox. Maximum dose, 2 tablets every 4 hours.
9. Fos-Free - calcium supplement to be taken orally. One tablet twice a day of two tablets once a day.
10. Gatorade or other electrolytes as desired.

ATHLETIC PAYMENT GUIDELINES

Athletic Injuries Covered by the SAISD Athletic Department:

1. Injuries that are initially seen and sent by an SAISD Athletic Trainer.
2. Injuries that occur in-season.
3. Injuries that occur in supervised off-season (if in adherence to UIL Constitution and Rules).
4. Injuries that are classified as a “medical emergency”, should a trainer not be available at the time of injury. (Injuries that are life or limb threatening)
5. Summer ‘7 on 7’ football activities.
6. Summer weight room conditioning if supervised by coach or athletic trainer.

Athletic Injuries NOT Covered by the SAISD Athletic Department:

1. Injury resulting in locker room or showers (i.e. fights or horseplay).
2. Athletes that go to the doctor without first consulting the trainer.
3. Athletes that are sent to the doctor by parents without first consulting the trainer.
4. Athletes that are sent to the doctor by any coaches, nurses, or a school administrator without first consulting the trainer.
5. Injuries that may occur to an athlete on school premises, not associated with athletics, (i.e. falling down the stairs, laceration from falling on broken glass, fights).
6. Injuries that occur or medical services that may result after an athlete has graduated from the SAISD. (Financial responsibility ceases on the day of graduation.)
7. Injuries that may occur or medical services that may result after an athlete has quit or been dropped from a particular sport.
8. Infections or diseases of any type (i.e. boils, warts, colds, flu, hepatitis, vaccination or case counseling, athletes’ foot, allergies, etc.).
9. Injuries that result from pre-existing condition prior to entrance to high school.
10. Injuries that result from congenital condition.
11. An injury that occurs during an athlete’s “own time” on or off school premises. “Own time” refers to participation in activities (including self-improvement activities) that are not: (1) part of a regular practice session or game, and (2) directed and supervised by a coach employed with the SAISD.
12. Injuries reported to the trainer after 30 days from the initial date of injury.
13. Stress fracture of any kind.

Home Game Coverage: An SAISD Trainer will be present at all high school contests designated by the Athletic Director or Coordinating Trainer. A physician will make every effort to be present at the game.

HOT SPOTS HEAT ILLNESS

Since your body is more than half water losing fluid through sweat may cause dehydration and result in heat illness possibly requiring medical attention. If you don't replace spent fluid, dehydration also hampers endurance and reduces muscle strength and power. Watch for these symptoms during exercise as signs that your body is low on fluids, especially under hot and humid conditions. The chart below shows the signs of the heat illness, from heat cramps to heat stroke, with increasing severity. Some of the warning signs overlap and symptoms vary from person to person. Treat heat cramps or heat exhaustion with fluid replacement and apply icy packs to cool your body. **HEAT STROKE IS A MEDICAL EMERGENCY! SEEK TREATMENT IMMEDIATELY!**

