

UIL GAME DAY ADMINISTRATOR DUTIES AND ATHLETIC INFORMATION



SAISD Athletic Department 2023-2024

PRINCIPALS' ATHLETIC INFORMATION



AGENDA

- UIL Game Administrator Definition
- Game Supervision at Central Site Facilities
- Helpful Supervision Points
- Planning Responsibilities for Athletic Events
- Legal Duties for Injuries
- Emergency Action Plan
- Game Scheduling
- Questions and Answers

PRINCIPALS' ATHLETIC INFORMATION

Game Administration

The Principal is in charge of any activity held at his/her campus. It is the responsibility of the Principal to have administrative personnel present at all functions held at the school. That person can be a coach (other than the game coach), teacher or administrator. If the home team is playing away from the campus, it is still the home team's responsibility to provide supervision at the away site and at central sites.

GAME ADMINISTRATOR RESPONSIBILITIES

C & CR SECTION 1208 (h): ATHLETIC REGULATIONS
SAISD ATHLETIC HANDBOOK

PRINCIPALS' ATHLETIC INFORMATION

Game Administration

The responsibilities of the game administrator are as follows:

- See that officials are directed to their dressing room;
- Meet with the officials prior to game time on the playing field or court;
- Inform the officials where the game administrator will be seated;
- Discourage unsportsmanlike conduct of a fan, player or coach (And if necessary, remove from the gym or field);
- Check with the officials after the game to see if there is any misconduct that needs to be reported;
- Offer to provide an escort for the officials to their cars;
- Report incidents to the appropriate school administrator and Athletic Office (home team or visitor)..





SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
ATHLETIC DEPARTMENT

110 Tuleta Dr.
San Antonio, TX 78212
www.saisd.net
210.554.2655

Date

Dear Spectator,

The San Antonio Independent School District and the University Interscholastic League (UIL) have established high levels of acceptable expectations for the behavior of students, staff and spectators during all SAISD athletic events. Your recent conduct during an athletic event between (School A) and (School B) on (date) has required us to take measures to prevent similar behavior in the future.

Consider this an Official Letter of Notice that you have been suspended from attending an SAISD athletic contest(s) or event(s) on (Date) due to your inappropriate behavior on (EVENT/SITE/DATE). If for some reason you fail to adhere to this notice, you will be found in violation of Texas Penal Code Sec.30.05 and may be charged with CRIMINAL TRESPASS. Failing to adhere to this notice may also include permanent dismissal from attending any SAISD athletic contest or event, home or away, for the remainder of the school year(s).

Please find enclosed a copy of Behavior Expectations of Spectators from the U.I.L. Parent Information Manual. Please review these expectations, and ensure that you abide by them at future SAISD athletic events. Your adherence to these expectations is critical in maintaining an environment where the spirit of good sportsmanship and teamwork will thrive.

Please note that if/when you are allowed to return, a second such incident will immediately result in indefinite suspension from attending any SAISD athletic contest and events for a designated period of time. Thank you in advance for your cooperation and adherence on this matter, and please direct any questions regarding this communication to my office at (210) 554-2655.

Sincerely,

Todd Howey
Senior Executive Director of Athletics
San Antonio Independent School District

Cc: Patti Salzmann, Deputy Superintendent, A&S Leadership

BOARD OF TRUSTEES

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It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and SAISD's board policies DIA, FFH, and FFI.

Spectators removed from an athletic event will receive a minimum one game suspension. See page 10 Student Parent Handbook

PRINCIPALS' ATHLETIC INFORMATION

- Report severe verbal abuse or physical contact of the official and any ejections of coaches and fans to the UIL office in writing within the next two working days.
- Follows all rules of the SAISD facility – to include no outside food or drinks and show your ID when arriving at the event.
- The Game Administrator may have to travel in the ambulance with an injured athlete if the parents are not at the game.
- UIL C&CR Section 1208 (h)



SAISD Alamo Convocation Center Guidelines

1. No bands, band instruments, artificial noisemakers, enhancers (i.e. megaphones) or other disruptive devices including balloons shall be allowed before, after, or during games.
2. Everyone must have a ticket to enter the gym. School aged students (first grade and above) must have a ticket. No cash is accepted at the gate. Tickets are sold online at <https://saisd.net/athletics>.
3. Anyone who leaves the gym will not be permitted to re-enter without purchasing another ticket.
4. No spectators are permitted on the gym floor. No victory lines are permitted.
5. Spectators are not permitted to stand in the foyer areas leading to the gym. These areas must remain clear for safety reasons. Parents are not permitted in the team bench area prior to, during or after the games.
6. One permanent fixed banner will be allowed per team attached with zip ties. No tape is permitted.
7. Hand held signs (half poster board size max) in good taste will be allowed, but cannot obstruct the view of other fans. No signs on sticks are permitted.
8. Balloons, confetti or baby powder are not permitted.
9. No outside food or drink is allowed in the gym. No yetis or other containers are permitted.
10. SAISD has a clear bag policy; if someone arrives at the gate with a regular bag or an item not allowed, he/she will have to return that item to their vehicle.
11. Large folding stadium seats (larger than 15'x15') with pockets are not permitted. Small folding stadium seats are allowed.
12. No live animals are permitted with the exception of a certified service dog only.
13. Athlete must bring their own water bottles. No cups are provided at the gym. Only water is allowed on the gym floor (no Gatorade, or other similar drinks)
14. School photographers are permitted on the visitor side floor only. Two per school are permitted with appropriate I.D.



SAISD CARRY IN POLICY FOR ALL SAISD CENTRAL SITE ATHLETIC FACILITIES

ALAMO STADIUM, ALAMO CONVOCATION CENTER, SPORTS COMPLEX
(ALL BASEBALL, SOFTBALL AND SOCCER/FB FIELDS) LANIER ALUMNI CENTER, MISSION
CONCEPCION GYM & the NATATORIUM

- ♦ **ALL BAGS ARE SUBJECT TO INSPECTION PRIOR TO ENTRY, REGARDLESS OF SIZE OR TYPE.*

CLEAR Bags ONLY:

- Clear plastic, vinyl, or PVC
- No more than one logo not obstructing contents
- Clear one-gallon storage bag
- Camera bags, backpacks that are clear

Small Bags:

- Small Clutch Bags or Purses do not have to be clear, but cannot exceed 5" x 8" x 1"



PROHIBITED ITEMS

- Backpacks (unless clear)
- Duffle bags, large totes or fanny packs
- Cases (camera, binocular, etc.)
- Mesh or straw bags
- Laptop cases or regular purses
- Reusable grocery totes
- Noise Makers, Balloons and Large posters
- Large folding chairs with pockets
- Outside Food & Drinks, or Yetis/Containers
- No Inflatables, confetti or baby powder
- NO alcohol, tobacco or e-cigs
- No pets unless Certified Service Dog



EXCEPTIONS

- Bags for medically necessary items
- News media equipment
- Official team and other field photographers
- Diaper Bags with a baby

PRINCIPALS' ATHLETIC INFORMATION

Game Administration

Helpful and Important Supervision points:

1. UIL rules state that the event should not begin until the Administrator on Duty has checked in with the officials. Please be on time.
2. At Central Site locations, the Admin on Duty will sign in at the gate and show Campus I.D., introduce him/herself to the officials and to the Facility supervisor on duty. He/she will also indicate where he/she will be sitting during the event. This is also required during playoff events.
3. The Facilities Supervisor on Duty or Athletic Director is not the home team administrator; that person has many other responsibilities and is not responsible for Administrator duties.
4. For rivalry games or large events, both the home and visitor team should send administrators to monitor the crowds and prevent unruly behavior.





PRINCIPALS' ATHLETIC INFORMATION

4. The Administrator on Duty is not at the event as a spectator. In fact, he/she may miss “watching” the game, because he/she should be constantly monitoring the spectators on both sides for unruly behavior, unsportsmanlike comments, etc. The home team administrator must enforce UIL rules, like no noisemakers in gymnasiums, as well as DEC Organizational plan rules or Middle School conference rules.



PRINCIPALS' ATHLETIC INFORMATION

5. The Administrator on Duty should not be in an office nor in a parked vehicle observing the event. It is not recommended for the Administrator on Duty to be in the press box.



6. The Administrator on Duty must be present for a medical emergency, a fight in the bleachers or playing field, or decision making for other emergencies.

PRINCIPALS' ATHLETIC INFORMATION

Game Administration

Important supervision points: Be proactive rather than reactive.

- During a heated event, the administrator may need to visit with the officer on duty to ask for a physical presence in the bleachers, or to keep spectators off the court. The administrator may need to go to their home team bench area near the end of the event to help escort the team to the locker room, or the visitors to the bus, or to prevent any incidents during the handshake.
- Problems in the bleachers can be prevented when an administrators sits with or near the rowdy spectators



PRINCIPALS' ATHLETIC INFORMATION

- The Administrator should not wait for the official to address spectator behavior; this is not part of an official's job description.
- The Administrator on Duty should either have a copy of the DEC Organizational plan or the MS Conference rules or be familiar with the plan for the sport he/she is covering. The same applies for a playoff contract.



PRINCIPALS' ATHLETIC INFORMATION

- The campus Principal should have a meeting with everyone whom he/she plans to use as a Game Day Administrator to review the expectations for being a Game Day Administrator at the beginning of the year, or whenever a new “recruit” is added. Everyone should understand what the Emergency Plan would be for evacuation, bomb threats, active shooter, etc. at the site they are covering.
- All events must be covered by a Game Day Administrator for designated home teams; this can be hectic in the spring when there may be soccer, softball and baseball going on at the same time, however, a Game Day Administrator is required to be present at every event.



SAN ANTONIO ISD ATHLETIC DEPARTMENT



110 Tuleta Dr San Antonio, TX 78212 (210) 554-2655

Designated School Administrator Duties

The guidelines, procedures and responsibilities of the designated game administrator are as follows:

Guidelines: (Varsity/Non-Varsity/Jr. High Contests)

1. There must be a designated administrator at ALL home contests (who is not coaching at the contest).
2. Students, participants and staff members are expected to conduct themselves in a sportsmanlike manner. Failure to do so will be a violation and subject to penalty.
3. The member school superintendent/designee is responsible for initiating disciplinary measures against those guilty of violations.
4. The host administration must ensure the safety of the officials.
5. Enforce the crowd management policy for contests sponsored by the district.
6. The designee shall be familiar with the location EAP and have a plan of action for any emergencies, to include injuries, evacuation, active shooter, fire, etc.

Procedures: (Varsity Contest)

1. For varsity contests, the school designee shall meet the officials:
 - *Introduce himself/herself.
 - *Indicate where he/she will be located during the contest
2. The designated school administrator shall meet the officials at the designated times as listed:
 - *Baseball: 30 minutes prior to the game at the conference with coaches and umpires.
 - *Basketball: 30 minutes prior to the game.
 - *Football: At least 30 minutes prior to the game meet with referee on the field.
 - *Soccer: Prior to the start of the game, on the field with center official and lines persons.
 - *Softball: 30 minutes prior to the game at the conference with coaches and umpires.
 - *Volleyball: Immediately after the officials enter the court.
3. The designated school administrator shall meet the officials immediately after the officials enter the court.

4. If officials are not contacted by the designee ten minutes prior to start of a game, the referee shall ask the home head coach if there is a designee and if so, who that person is.
5. If a designated administrator is not present, the officials shall notify the UIL in writing the next working day and report the incident. (Please report on time for any event)
6. The designee shall discourage unsportsmanlike conduct of fans of both schools during the event. The designee will take preventative actions to prevent any incidents from escalating during the event. (such as removal of fans from the event). The designee shall also assist the officials with removal of a player or coach from the event if necessary.
7. The designee shall meet briefly with the officials after the game to discuss the game and any problems during the game dealing with ejection of players, coaches, or fans, etc. The designee shall also offer to provide an escort to walk with the officials to their respective vehicles.
8. The designee is responsible to inform the administration of both schools by phone the next school day of unsportsmanlike behavior of fans, players, coaches, and any unprofessional behavior on the part of officials. (Document and present at the next DEC meeting if during District play)
9. In playoff games/matches both schools shall have a designated school administrator.
10. The designee may be part of the decision making process for weather delays or postponements. The designee can not override a weather delay decision made by the Athletic Trainer on duty

Procedures: (Non-Varsity/Jr. High Contest)

1. Meet with the officials prior to game time (preferably on the playing field or court)
2. Inform the officials where the game administrator will be located during the contest.
3. The designee shall discourage unsportsmanlike conduct of fans of both schools during the event. The designee will take preventative actions to prevent any incidents from escalating during the event. (such as removal of fans from the event). The designee shall also assist the officials with removal of a player or coach from the event if necessary.
4. Check with the officials after the game to see if there is any misconduct that needs to be reported
5. Offer to provide an escort for the officials to their vehicle.
6. Report incidents to the appropriate school administrator (home team or visitor)
7. Report severe verbal abuse or physical contact of the official and any ejections of coaches and fans to the UIL office in writing within the next two working days.

Communicate and coordinate with available security and campus police on areas of supervision before, during, and after any contest.

Remain visible and continue to supervise the event until the visiting bus/team has left the premise and campus.

This list of guidelines are not inclusive. The school district or campus may implement further guidelines and procedures to facilitate a healthy and safe environment for all stakeholders during an athletic event. All designees should review the Game Day Administrator Training Powerpoint.

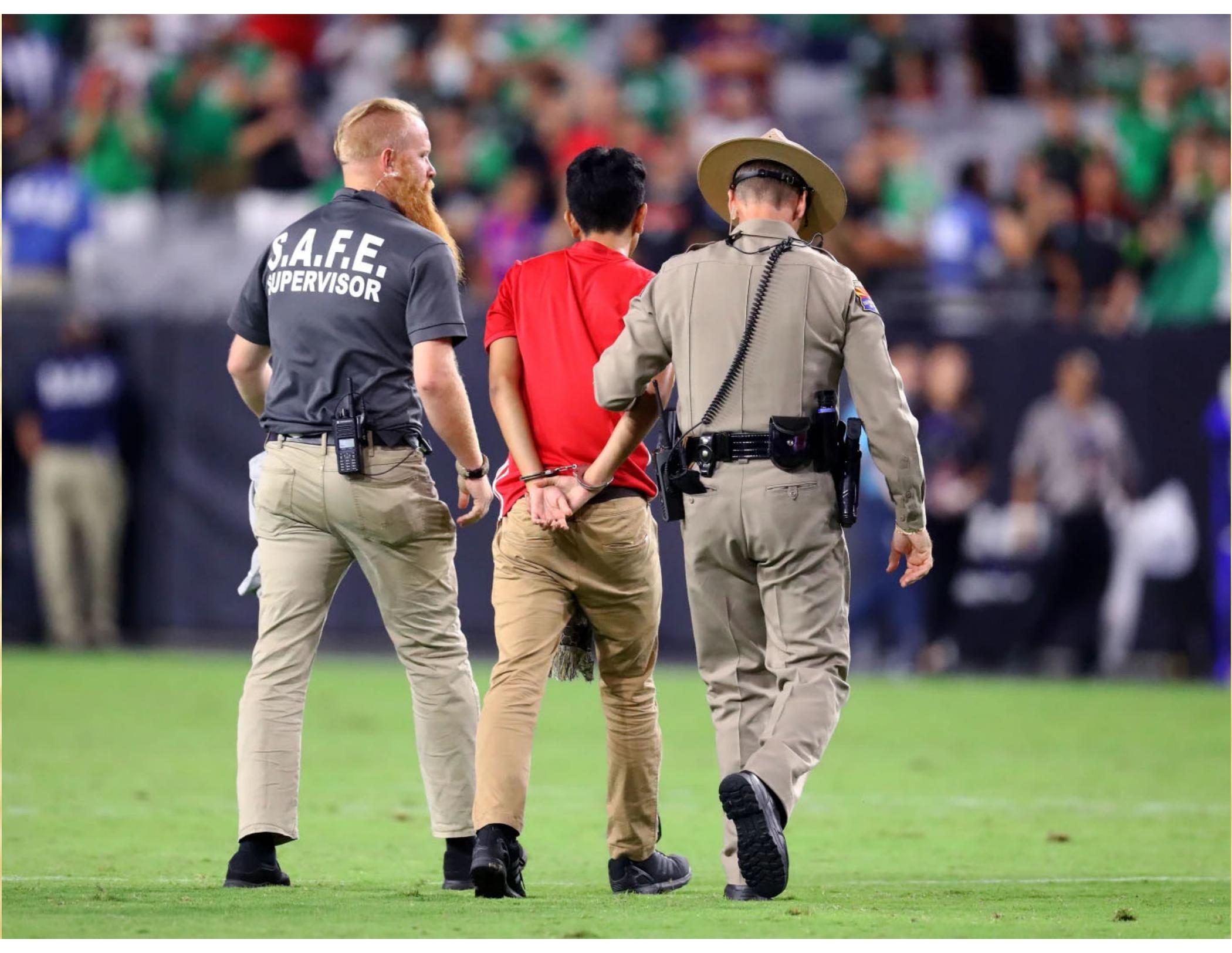
Game Administration

Planning, Supervision and Instruction are the most frequently cited issues by the attorney for a plaintiff family and are used in conjunction with other duties to allege negligence by a coach or school administrator or both:

- Planning for appropriate First Aid/CPR
- Planning and supervision of the locker room
- Planning and supervision of the player waiting area
- Planning for emergency communications

If parents/spectators are exhibiting behavior that would not be acceptable in the classroom, then they need to be redirected. If the offender continues, he/she may be asked to leave the event. Once the Administrator has communicated inappropriate behavior to the spectator/parent and it continues, the Admin may ask for help from the Officer on duty.

Parents are not permitted to verbally attack or berate any coach after or during the event. This will not be tolerated and the Game Administrator should help with this immediately following the event – home or away teams.



PRINCIPALS' ATHLETIC INFORMATION

Game Administration

GAME ADMINISTRATOR RESPONSIBILITIES – INJURY PROCEDURES LEGAL DUTIES AND RELATED EXPECTATIONS

FIRST AID AND INJURY PROCEDURES CAN BE A MAJOR SOURCE OF LITIGATION. EXAMPLES OF EXPECTATIONS FOR COACHES AND ADMINISTRATORS FOLLOW:

- Is a site specific emergency response procedure defined for each practice and competition facility?
- Is emergency communication available for each facility?
- Who is responsible to ensure approved First Aid/Emergency response procedures are utilized?
- Who has keys for the gate for EMS vehicle entry? Keys for the nurse's office? Access to the AED?
- Who is responsible for providing updated emergency response training? Senate Bill IV, Sec. 2.14 CPR requirements states that all school employees who serve as a coach or sponsor for an extracurricular activity, including cheerleading, must maintain and submit to the district proof of current certification in First Aid, CPR and AED. (Page 28 Athletic Handbook)

Security for all on-campus activities, including tournaments, will be the responsibility of the Principal.



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Game Administration

GAME ADMINISTRATOR RESPONSIBILITIES – CAMPUS EMERGENCY PLAN LEGAL DUTIES AND RELATED EXPECTATIONS

CAMPUS BUILDING POLICIES SHOULD BE DESIGNED TO ADDRESS THE FOLLOWING:

- Who will be contacted if there is any injury to an athlete?
- What forms must be filled out and submitted to the office? (Insurance)
- What is the time frame for submitting these forms?
- Keep accident reports for the duration of the state statute of limitations.
- Define the responsibility for contacting parents/guardians following injury.
- Define the responsibility for notification of parents of any first aid and injury care rendered.
- Define contingency plans when parents cannot be contacted.
- Athletic Training Policies and Procedures are listed in the Athletic Handbook starting on Page 77.

Emergency information should be available at all practices and contests. All coaches should know where the emergency contact information for student athletes is kept during practices and contests and have access to the information.(Rank One)

This EAP is called the SAISD Safety and Extreme Weather Action Plan and is found on the SAISD Athletic webpage. <https://www.saisd.net/page/ath-home>

SAISD Severe Weather Chain of Command



- In the Event of Sever Weather, the Chain of Command will be followed in this order if in attendance:
 1. Athletic Trainer
 2. Athletic Administrator
 3. Head Coach / Assistant Coach
 4. Game Officials
- If the Athletic Trainer is not in attendance, the Head Coach will assign a staff person to monitor the weather.

NOTE: Athletic Administration must be contacted prior to any events being cancelled.

SAISD Staff Responsibilities:

- Have cell phone available on field in case of emergency
- Designate staff person to meet and direct EMS to scene of emergency
- Have gate keys available in case of emergency
- Accompany any injured student or district personnel to the hospital
- Notify parents, guardians or next of kin. Inform administration
- Provide medical history when available
- Complete appropriate documentation

SAISD Police and Administrators must make sure that emergency entrances remain open and clear of obstructions during games.

GAME SCHEDULING & PRACTICES

- All High School and Middle School athletics events are scheduled by the Athletic Office and are approved by the DEC. Principals may NOT reschedule or change game times or locations without approval from the Athletic Office, and the DEC must approve any changes to Varsity events.
- If teams must cancel games due to lack of athletes, campus emergencies, etc. the Athletic Office will make the final decision and contact everyone involved, to include officials, concession, transportation, coaches and teams. If this decision is made within 48 hours of the event, officials will still need to be paid for their original scheduled services, unless it is a weather related cancellation for outdoor sports.
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- As per the Handbook, games may not be shortened or cancelled due to lopsided scoring, rough play, poor officiating, unless the Administrator on Duty contacts an Assistant Director who oversees that sport or the Executive Director of Athletics and obtains approval.



GAME SCHEDULING & PRACTICES

- Middle School or Sub Varsity events, to include tournaments, that are cancelled due to inclement weather, will NOT be rescheduled. Varsity events may be rescheduled based on the DEC organizational plan for that specific sport.
- SAISD coaches received a stipend that includes practices and game days. Middle school coaches should practice 5 days a week and have a game one day a week. This is to include Saturday practices for sports with events on Thursdays. High School coaches should practice on every day that is not a game day, with the exception of Sunday.
- Practices should not be cancelled on rainy days or cold days. Coaches can work with athletes in the gym, the cafeteria or the weight room. The exception is if there is a danger of flooding or icy roads, or if school has been cancelled.
- Coaches should not be removed from practices or games on Saturdays or after school, without advanced notification in order to ensure that the athletes are supervised.
- Athletes must be supervised during all practices and during early release days.



Helpful Tools:

HS & MS Athletic Handbook on Athletic website

28-4A and 27-5A DEC Org Plans on Athletic Website

SAISD Student - Parent Athletic Handbook on Athletic website

SAISD Safety and Extreme Weather Emergency Plan on Athletic website

<https://www.saisd.net/page/ath-home>

UIL Constitution and Contest Rules

<https://www.uiltexas.org/files/policy/2023-2024-UIL-Constitution.pdf>

TEA-UIL Side by Side

<https://www.uiltexas.org/files/policy/2023-2024 UIL-TEA Side-by-Side.pdf>

UIL DEC Handbook

<https://www.uiltexas.org/policy/dec/handbook>

Athletic Office Staff:

Fred Anthony (210) 884-2174: Senior Executive Director of Athletics

Barbara Wise (210) 313-7047: High School Volleyball, Track and Cross Country & Athletic Trainers

Brian Clancy (210) 710-6282: High School Football, Baseball & Softball

Jerry Gonzalez (210) 643-2809: High School Basketball, Tennis, Facilities Coordinator

Malachi Nellum (210) 421-8816 : Swim and Water Polo, Golf, Soccer, Wrestling

Courtney Davis 210) 364-4830: Middle School Athletics and Academy Sports League