



# Bastrop

Independent School District

**BASTROP ISD Athletics  
Coaches Handbook  
2022- 2023**



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# Bastrop ISD Athletic Department

## Overview

### Introduction

Bastrop ISD Coaching Staff,

This handbook will serve as a reference guide driven by state law, Texas Education Agency guidelines, policy and rules from the University Interscholastic League, Bastrop ISD board policy, and best practices recognized by such organizations as the NFHS. The Bastrop ISD Athletic Department has created this handbook to ensure that adherence to these regulations and best practices are a part of the standard procedures of our coaches and student-athletes. Please call the athletic office anytime you have a concern or question.

Understand that athletics is designed to accommodate students who have the ability and emotional stability to handle competition and not all students are capable of competing in the Bastrop ISD athletic program. One of the difficult tasks faced as a coach is making the judgment as to who should be selected to compete in this program. Students are not obligated to take part in athletics, nor is it required for graduation. Being a member of an athletic team is a privilege and not a right. Since it is a privilege, the coach has the authority to revoke the privilege when rules are not followed. As a coach, your players and program reflect your attitudes, beliefs and work ethic. This does not necessarily translate into a superb win-loss record but it does mean that your players and program will have discipline, responsibility and a strong work ethic; these traits need to be brought out through a developmental process by you, the coach. It is our belief that regardless of athletic ability, that every student in our care is valued and challenged to be their best in the classroom and in the athletic arena.

It is the belief of our school district that athletics plays a vital role in the development of the whole student. When well-conceived, there are few avenues that offer a young person a better place to test their mental capacity, nurture the habits of hard work, teamwork, dedication, persistence and resilience more than athletics. I challenge our coaches and student-athletes to adopt a growth mindset that stretches them to be their best, while embracing the policies, practices and guidelines in the pages that follow. Coaches of the Bastrop ISD Athletic Program will empower, inspire and lead athletes towards excellence in all aspects of life through the development of integrity, respect, character and teamwork.

Sincerely,

Eliot Allen

# **Athletic Staff Information**

## **Code of Conduct & Ethics, Legal Duties & Governance**

Bastrop ISD Coaches will be expected to adhere to the Bastrop ISD, UIL, NFHS, and TEA requirements and guidelines..

[University Interscholastic League Athletic Code for Coaches](#)

[National Federation of High Schools Coaches' Code of Ethics](#)

[Texas Educators' Code of Ethics: Professional Standards](#)

[Bastrop ISD Board Policy](#)

[UIL Constitution & Contest Rules](#)

[Fourteen Legal Duties of Athletic Coaches & Athletic Directors](#)

**Bastrop ISD Coaches Code of Conduct (see next pages)**

## **Bastrop ISD Coaches Code of Conduct**

### Safety

Coaches will:

- not place the value of winning above the well-being of all of the athletes competing, both their own and those on the opposing team, or above the ideals of proper character.
- conduct practices using safe skill progression with a proper sequence of activities and clearly defined objectives in mind.
- conduct practices based on physiological principles of training.
- develop adequate conditioning for physical fitness in student-athletes.
- provide adequate opportunities for hydration.
- maintain current health and safety and all other UIL certification requirements.
- warn student-athletes of inherent risks of the activities in which they will engage and correct student-athletes exhibiting hazardous behavior.
- ensure that all student-athletes and parents are informed of health and safety expectations, procedures and protocols.
- attend to injured athletes quickly and appropriately.
- contact the Athletic Trainer and parent/guardian when a student-athlete suffers an injury or illness of any kind at practice or at a contest.
- follow the recommendations of licensed/certified Athletic Trainers and physicians.
- incorporate their comprehensive knowledge of health and safety guidelines and procedures into their everyday practices.
- provide appropriate supervision before, during and after all team activities and not allow athletes to participate in activities using athletic equipment when not directly supervised by a coach.
- participate in venue and facilities inspection and submit maintenance requests as needed.
- prepare sidelines for practice and competition sessions.
- promote safe and appropriate practice and competition facilities; ensure that playing surfaces are even and clean for all athletes in all competitions, practices and other sporting activities such as strength and conditioning sessions.
- use caution when matching athletes for appropriate size and skill level.
- incorporate at least one safety drill with their team into their season practice plan so that all team members are aware of the emergency action plan procedures and their responsibilities in the event of an emergency.
- remove student-athletes, Bastrop ISD staff and other stakeholders from the practice or contest environment should the safety of those involved be in question.
- never give your keys to students or non-employees..
- check and lock all dressing rooms, the weight room, and other facilities before leaving. Never leave before all your players leave.
- make sure all athletes have physicals, waivers, and meet all UIL regulations before participating.

## Professional Growth/Success

Coaches will:

- demonstrate professionalism and respect in all interactions with student-athletes, employees and all other stakeholders while valuing differences in others and operating with a high degree of integrity in and out of the workplace.
- model appropriate behavior for their student-athletes and colleagues, use appropriate language and no profanity in practices and contests, wear appropriate attire at practice and contests, be punctual and in attendance at all functions requiring their presence in their duties as a teacher and a coach to the greatest extent possible.
- engage in professional development activities for their sport and as required for their classroom assignment.
- Strongly encouraged to maintain an annual membership with Texas High School Coaches Association and one additional professional coaching organization of their choice.
- strive to improve their coaching effectiveness and professional status through participation in local, state and national organizations, coaching clinics, in-service workshops, etc.
- understand and apply the knowledge and skills necessary to effectively perform all aspects of the position and properly utilize all provided resources.
- actively take advantage of professional learning opportunities.
- exhibit a comprehensive knowledge of the sport, including skills and strategies.
- use the athletic period to its maximum use.
- exhibit loyalty to and cooperate in an ethical manner with campus administrators, supervisor, campus coaching staff, district coaching staff, district athletic office and Bastrop ISD.
- communicate effectively and appropriately in a timely, clear and consistent manner with all internal and external stakeholders.
- seek to develop vertical alignment between elementary/middle school/high school through intentional collaboration.
- refrain from inappropriate communication with a student or minor, including, but not limited to electronic communication such as a cell phone, text messaging, email, instant messaging, and social network media platform communication.
- be cautious about all social media postings regarding their personal activities.
- use a conference period or schedule another time to meet with parents regarding a conflict. Confrontations with parents should not be handled in the heat of the moment.
- be open minded, willing to listen and be professional at all times. In a conference, allow the parent to first express their reason for conflict or concern and be sure to take notes during the conference.
- will not purchase or consume alcohol or tobacco while wearing Bastrop staff apparel or while in the presence of athletes.
- be a loyal co-worker. Defend one another. Remember that a non-answer is considered an agreement with someone.
- always inform the Athletic Director if there are student, parent, co-workers or other problems.



## Organization & Administration

Coaches will:

- evaluate, plan and prepare for practices and contests before, during and after their season.
- establish and maintain a written daily practice schedule, practice plan, and contest schedule that is shared with student-athletes and their parents throughout the school year.
- follow the chain of command when informing administrators of all program matters.
- delegate responsibilities to other staff members appropriately.
- establish and communicate written criteria for team selection and awards.
- keep attendance records for his/her athletes and any staff he/she oversees.
- follow eligibility grade check procedures to ensure that all participating student-athletes are eligible to participate.
- adhere to all UIL and district guidelines regarding the completion of home residence check and all other compliance paperwork prior to the start of the season.
- actively maintain inventory of equipment.
- supervise distribution and collection of uniforms and equipment.
- follow all district procedures surrounding the ordering and purchase of equipment.
- follow district guidelines regarding the securing of gate receipts and other funds.
- ensure that all required paperwork has been completed and submitted and the student-athlete has been given clearance to practice before allowing anyone to participate in walkthroughs, practice drills, open gym and weight training or try-outs of any kind.

## Compliance and Professionalism

Coaches will:

- adhere to the district policies and guidelines of the athletic program.
- adhere to all UIL rules in both letter and spirit.
- support all administrative decisions regarding policies and regulations pertaining to the Bastrop ISD athletic program.
- keep all differences of opinion among coaches confidential and will not discuss sensitive issues in public.
- not discuss issues pertaining to an athlete among the athlete's peers or others outside of the coaching and administrative staff of the school.
- conduct themselves in such a way as to maintain the integrity and dignity of Bastrop ISD and the coaching profession.
- fulfill all duties and requirements as a classroom teacher.
- attend Bastrop ISD and local school coaches' meetings throughout the school year.
- be clean, neat and modest in appearance.

## Student-Athlete Development

Coaches will:

- promote their sport/program in the school and community through a variety of means.
- conduct pre-season meetings with student-athletes and parents.
- develop, distribute and implement player guidelines and standards which inform student-athletes and their parents of expectations and requirements for participation and other appropriate information.
- encourage commitment and pride in their student-athletes for their team and for their own individual development.
- provide opportunities for all student-athletes to develop leadership skills and reach their potential.
- Impart, reinforce, promote and model a high level of sportsmanship for his/her student-athletes.
- promote positive character and citizenship in student-athletes and actively work to provide character education development opportunities for student-athletes.
- monitor the academic performance of student-athletes and support necessary academic interventions and actively work with his/her student-athletes in their post-secondary plan development.
- provide a variety of approaches and activities to facilitate the skill development of his/her student-athletes.
- provide proper training before student-athletes are placed in competitive situations.
- use good instructional techniques with adequate demonstration of technique for his/her athletes.
- develop strategies to promote the highest level of success for the team and individual student-athletes.
- recruit and encourage participation among students in the school.
- provide frequent and timely assessment and feedback of team and individual performance before, during and after the season.
- correct his/her student-athletes' errors in a constructive manner.
- conduct effective meetings with student-athletes and other staff as appropriate.
- provide consequences for student-athletes in the event that they exhibit negative behavior.
- not encourage an athlete to play a club sport when it will interfere with another school sport.

## Coaches Dress Code

Each coach should thoroughly discuss acceptable grooming standards at the beginning of each season.

All coaches and athletic trainers are expected to set a proper example in reference to neat grooming.

Grooming policies are subject to the discretion of the Athletic Director.

Appropriate coaching attire must be worn at all contests and all practices.

## **Coaching Athletic Apparel**

Any and all coaches' athletic apparel purchased with district funds, donated by the booster club or donated to the district (for example, promotional items) are the property of Bastrop ISD and the clothes, goods and/or footwear should be reflected in the campus' athletic inventory. Further, once a coach is no longer employed with the school, the coach must return the apparel to the head coach of that particular sport.

## **Athletic Department Conflicts & Communication**

All athletic department staff are to follow their appropriate lines of communication when dealing with any and all athletic department business and issues, referring to the chain of command. Any deviation from this process may be accounted for in the annual evaluation process. This is to ensure that all athletic department business can be conducted efficiently and the appropriate department or administrator can respond according to Bastrop ISD and athletic department guidelines.

UIL Issues - If any coach has a question or concern regarding a UIL rule, policy or procedure, the following communication process will be followed:

1. Coach will discuss issue with Campus Coordinator.
2. Athletic office will contact the UIL if necessary – COACHES ARE NOT TO CONTACT THE UIL OFFICE.

## **Relations with Campus Faculty**

All Bastrop ISD coaches should maintain a good, positive relationship with other members of the campus faculty and staff, supporting them in matters of student discipline, grades, and any other areas of concern with athletes. Mix and mingle with the faculty and staff, and remember that faculty and staff can and will help if they feel we are sincerely helping them and are one of them.

## **Coaches Consequences**

Coaches who violate the University Interscholastic League Athletic Code for Coaches, National Federation of High Schools Coaches' Code of Ethics, Texas Educators' Code of Ethics: Professional Standards, Bastrop ISD Board Policy, UIL Constitution & Contest Rules, or the Fourteen Legal Duties of Athletic Coaches & Athletic Directors will be subject to consequences determined by the Athletic Director and/or other administration.

## **Events that Involve Non-Athlete Participants**

Events that are hosted by a team that involve participation of non-athletes, including but not limited to, alumni, parents, community members, campus staff and faculty must be approved by the Athletic Director.

# Student-Athlete Participation Information

## Eligibility

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

### General High School Eligibility Requirements

1. Have not graduated from high school,
2. Are full-time, day students in the school, and have been in regular attendance at the school since the 6th class day of the present school year, or have been in regular attendance for 15 or more calendar days before the contest or competition,
3. Are in compliance with state law and rules of the Commissioner of Education, (see TEA-UIL Side By Side)
4. Are enrolled in a four-year, normal program of high school courses, and initially enrolled in the 9th grade not more than 4 years ago nor in the 10th grade not more than 3 years ago,
5. Student was not recruited,
6. Are not in violation of the awards rule.
7. Meet the specific eligibility requirements for academic, music and/or athletic competition.
8. Meet all the requirements above,
9. Are less than 19 years old on September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year,
10. Live with their parents inside the school district attendance zone their first year of attendance (see your school administrator for exceptions),
11. Have not moved or changed schools for athletic purposes,
12. Have not violated the athletic amateur rule, and
13. Were eligible according to the fifteen-day rule and the residence rule prior to district certification.

## **Exempt Courses**

The following District requirements apply to “no pass, no play” for purposes of eligibility to participate in extracurricular activities.

For students in grades 9-12, the District considers only Advanced Placement (AP), Honors, and dual enrollment courses in the areas of English/language arts, social studies, science, math and languages other than English to be exempt honors courses. “No pass, no play” requirements shall be waived only for a grade of 60 or higher in an exempt course.

For students in grades 7-8, the District considers only Honors courses and courses in languages other than English taken for high school credit to be exempt honors courses. “No pass, no play” requirements shall be waived only for a grade of 60 or higher in an exempt course. Only one waiver shall be allowed per semester per student.

## **Procedures to be Followed for Students New to Athletic Program**

1. A High School Coach should not engage in discussion of any length with a parent/student regarding their program if they do not reside in their attendance zone.
2. A High School Coach of a sport should refer any parent/guardian of a non-enrolled student to administration or school registrar for information on school enrollment.
3. A High School Coach who is approached by a parent/guardian of a non-enrolled student about their program should report this occurrence to the Athletic Director.
4. Once a student has been enrolled, the head coach of the new school is to contact the coach of the former school to discuss the student’s enrollment and previous participation in the former athletic program.
5. Page 1 of the Previous Athletic Participation Form (PAPF) must be completed by every student-athlete that intends to participate in high school athletics. A PAPF is required at the time of enrollment even if the student-athlete is not Varsity level.
6. Should a PAPF warrant the need for page 2, the Head Coach must contact the Campus Coordinator for submission of the PAPF on the UIL Portal.
7. Bastrop ISD Athletic Department will notify the Head Coach and Campus Coordinator if a PAPF is not approved. Additional steps may be required to secure varsity eligibility.

## **Procedures to be Followed for Students New to Varsity Level**

1. Any student new to the varsity level of a sport must have a completed UIL Varsity Team or Individual Eligibility Report (or Individual Report for individual sports) submitted to the Athletic Administrative Assistant at least one week prior to the first contest.
2. Any athlete that is moved to the varsity level during the season that was not on the original UIL Varsity Team or Individual Eligibility Report (or Individual Report for individual sports) must be included on the supplemental form and submitted to the Athletic Director as soon as possible.

## **Athlete Conduct & Consequences**

### **Athlete Ejection from Contest**

In general, it is the expectation of the Bastrop ISD Athletic Department that Bastrop ISD student-athletes will not be ejected from any contest. Any player ejected from a contest is subject to an automatic penalty according to the UIL rules, effective August 1, 2018.

The automatic penalty for such an ejection is as follows:

If an athlete is ejected or suspended from a contest by an official or a coach:

- It is the Head Coach's responsibility to notify the Athletic Director as soon as possible as per UIL rules. Ejected athlete's coach is required to provide in writing, immediately following, to the Athletic Director a description of the incident and the preventive measures designed to avert future athlete ejections.
- The Head Coach of an ejected player is required by UIL rules to submit details of the ejection electronically on the Incident Reporting Form for Officials, Coaches and Administrators (see UIL website).

### **Removal or Suspension of Athletes**

Head Coaches have the right to remove, suspend, or correct an athlete whose conduct or actions are detrimental or distracting to the team and integrity of Bastrop ISD Athletics or any other such violations of which the Head Coach deems necessary to inform the Athletic Director.

# General Guidelines

## Sports Programs

### Attendance

An athlete must be counted present for the school day in order to attend practice or to participate in a game. Other unavoidable excuses should be cleared through the Campus Coordinator.

### Participation in Multiple Sports

Bastrop ISD Athletic department guidelines allows and encourages a student-athletes to compete in multiple sports as long as the student-athletes can abide by all team rules and regulations. No coach shall discourage any athlete from participating in multiple sports.

A student-athlete who decides to quit one sport and enter another will be ineligible for participation in another sport until the end of the season in the sport for which he/she has quit, or unless the Head Coaches of both sports mutually agree to the student-athlete's participation. A student-athlete quitting a sport after the first contest will forfeit any award for that sport.

The Bastrop ISD athletic department does not endorse player cuts but realizes that there are certain sports where cuts are necessary due to financial parameters or game management. Objective criteria for try-outs must be approved by the Athletic Director. Cut lists must be reviewed by the Athletic Director prior to their release.

### Participation Concepts

- 7<sup>th</sup> grade thru Sub-Varsity
  - Everyone participates (if eligibility requirements are met and athletes are in good standing).
- Varsity
  - At the varsity level, teams are playing to win the contest, and as such, playing time will be allocated with that end in mind.

## Team Rules

Team rules are to be established by each Head Coach and based on UIL/Bastrop ISD policies and administrative guidelines and regulations. Team rules should be approved by the Campus Coordinator.

## Athletic Award Guidelines

- The Bastrop ISD athletic department must approve any symbolic awards before awarding to student-athletes.
- Letter Jacket
  - Senior athletes who have not yet received a varsity award as members of an athletic program may, at the Head Coach's discretion, be allowed to measure for their jacket at the beginning of their senior year so they may receive their letter jacket early.
  - Head Coaches will send the list of those student-athletes who should be measured to the Athletic Administrative Assistant.
  - The letter jacket representative will provide each coach with information about the ordering process for their student-athletes prior to the measuring date.
  - Head Coaches and the Campus Coordinator will review all letter jacket orders to be sure that the student-athlete's request is appropriate before the order is approved by Athletics.
  - Criteria for Lettering
    - Each Head Coach is responsible for establishing and adhering to the criteria by which an athlete may letter. As the demands and expectations of each sport are different, so will be the letter criteria. Basic considerations such as attendance, eligibility, sportsmanship, citizenship, training rules, participation and general attitude will be included in each coach's criteria. It is up to each Head Coach to inform his/her athletes of the Bastrop ISD athletic award guideline criteria prior to the start of his/her specific season. Lettering criteria for each sport should also be submitted to the campus athletic coordinator and communicated to the parents of athletes via pre-season parent information meeting.
  - General Requirements for Lettering
    - Practice habits and attendance are criteria for lettering and are left up to the discretion of the individual Head Coach.
    - Varsity awards can be awarded to any athlete, including freshman, that meets his/her sport criteria.
    - Managers will receive appropriate awards based upon recommendation of Head Coach.
    - Athletic Training Student Aides will receive appropriate awards based upon recommendation of Head Athletic Trainer.



# Parent Communication

## General Guidelines

Communication parents should expect from their child's coach:

1. Coach's philosophy.
2. Expectations the coach has for student-athletes, as well as other players on the team.
3. Locations and times of practices and contests.
4. Team requirements, i.e., fees, special equipment needed, school & team rules, off-season expectations.
5. Procedures that will be followed if your child becomes injured during participation.
6. Inherent dangers of the sport and the measures the coach plans to take to minimize those risks.

Communication coaches expect from parents:

1. Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place.
2. Specific concerns in regard to the coach's philosophy and/or expectations.
3. Questions regarding organizational procedures and guidelines for your program.
4. Notification of any schedule conflicts well in advance.

## Parent Meeting

Every sport will conduct a pre-season parent meeting. This meeting will be held before the start of that respective sport's first contest. The Athletic Director and the Head Athletic Trainer must be informed of the parent meeting. The purpose of your parent meeting is to address some of the below listed issues.

- Provide the opportunity for the parents of your athletes to meet you and your staff in a social environment. This will allow the parent to see and talk with you away from the court or field.
- You will have the opportunity to meet the parents of your athletes.
- Allow you to present your program to the parents. Parents need to have a clear understanding of what your program consists of and what your expectations of their sons/daughters are.
- Allow parents to ask questions regarding organizational and administrative procedures and guidelines regarding your program or the entire athletic program.
- The following staff members should be invited to your sport's parent meeting:
  - Campus Coordinator
  - Athletic Trainer

- Campus Principal
- A Booster Club Representative

#### Parent Meeting Procedures

- The Head Coach will provide an agenda to the Campus Coordinator.
- Agenda items can be found in the Appendix of this document.

## **Social Media**

### **SportYou**

SportsYou will be the platform used when communicating with student-athletes and parents. This program provides safe communication between coaches, student-athletes and parents.

### **Team Websites & Social Media Accounts**

Coaches should consistently monitor the content of team websites for inappropriate material such as photos, videos, music, etc. Non-school promotional material cannot be posted on team websites. Coaches need to be informed on privacy code restrictions regarding social media.

## **Athletic Banquets**

The All-Sports Banquet (high school only) will be coordinated by the head coach and the booster club. Total funding for the athletic banquet will be the responsibility of athletic booster club. It will be the responsibility of the Head Coach to ensure that the UIL awards rule is not violated. Gift cards, prizes or other items of valuable consideration are not allowed to be given to athletes. All banquets will be held on school property unless given prior approval by the Athletic Director.

# Off-Season Programs

## Athletic Period Guidelines

Each Bastrop ISD Head Coach is responsible for the success of his/her program. One of the single most important aspects of success in an athletic program is having a quality off-season program. Each Bastrop ISD Head Coach will operate a quality off-season program in regard to his/her sport. It will be the expectation to utilize the Strength Coach in your off-season program. Students who participate in multiple sports have the opportunity to participate in one hour per day of additional strength and conditioning workouts. Coaches will communicate to determine the best way for multi-sport athletes to participate in both the in-season sport and the strength and conditioning workouts. Any disagreements should be discussed with the Campus Coordinator. The off-season program at the junior high school will revolve around a solid strength and conditioning program designed to benefit the athletes participating in all sports. Refer to your specific campus guidelines in regard to assigning grades for athletic periods.

## Summer Programs

### Strength & Conditioning (SAC)

Summer strength and conditioning camps must be in compliance with UIL/Bastrop ISD guidelines.

### Sport Specific Instruction (SSI)

All sports are encouraged to offer a sport specific camp in the summer. SSI will follow the [UIL SSI guidelines](#). Coaches will not schedule SSI during the times that SAC is scheduled.

### Sport Camps

All sports are encouraged to offer a camp for future athletes. Coaches will not use personal banking accounts or apps when collecting registration fees for camps. All camps must be approved by the Campus Coordinator.

# Transportation of Student-Athletes

## Procedures

- All athletes must travel with the team. No student-athletes may be allowed to drive him or herself to the site of an away contest. All athletes must return with the team unless the student-athletes is released to parents. If a parent is requesting that a student-athletes ride home separately, appropriate documentation is required; coaches may utilize a sign out sheet found in the Appendix.
- Persons not employed by or enrolled in the school system may not travel on the bus or room with the players while on athletic trips. No athlete may leave the team with anyone other than a parent.
- Staff members will not share rooms with students.
- The Athletic Director and Campus Coordinator must approve all overnight trips. Checks will be made out to the hotel and receipts are to be turned into the Athletic Director.
- Bastrop ISD school buses or other school district vehicles are to be used to transfer all athletic groups whenever possible.
- High school athletic trips are to be within a 100 mile radius of the school district except for in-district or playoff contests beyond this limit. It is the responsibility of each Bastrop ISD Head Coach to seek approval from Athletic Director at least three weeks prior to the trip.
- To drive for the Bastrop ISD, coaches must have a valid CDL passenger bus driving license and be approved by the Bastrop ISD Transportation Department. Bastrop ISD coaches will drive busses on athletic trips. All Bastrop ISD coaches are expected to get bus driver certification. Coaches must attend annual training and have an annual physical examination to maintain their bus driver certification. For Information about how to obtain bus certification, please call Goldstar Transportation.

## Travel by Bastrop ISD Teams to Non-Athletic Activities

Travel by Bastrop ISD athletic teams or individual athletes not directly related to a UIL sanctioned activity (i.e., ropes course or team retreat) must receive approval from the campus principal and the Campus Coordinator. In addition, any contractual agreement between an athletic program and off-site vendor or organization must be reviewed and approved by the Bastrop ISD Director of Purchasing before it can be signed by the Head Coach involved to finalize participation in the activity. Coaches should be reminded that the district student athletic accident insurance policy does not cover student-athletes in non-UIL related activities should they become injured in the course of participation.

## **Transportation of Student-Athletes by Coaches in Personal Vehicles**

Student-Athletes may not be transported in coaches' personal vehicles at any time.

## **Supervision of Student-Athletes on Bus**

Student-Athletes MUST be accompanied by a coach on the bus when the bus driver is a non-coach driver.

## **After District Travel Procedures**

For qualifying for an After District event, each Head Coach is responsible for the following:

- Communicate after district schedule to:
  - Athletic Director
  - Campus Coordinator
  - Athletic Specialist
  - Athletic Secretary
  - Head Athletic Trainer
  - Campus Administrators
  - Media
- Arrange transportation
- Arrange lodging, if required
- Request funds for any necessary entry fees
- Upon return, submit original, itemized receipts for the following:
  - Hotel
  - Food
  - Rental car(s)/van(s)
  - Gas for rental vehicle
  - Toll fees
  - Parking fees

## **Non-School Sports & Camp Participation**

Student-athletes and coaches must be aware of UIL/Bastrop ISD policies, guidelines and regulations in regard to non-school activities. Various UIL restrictions apply and can be accessed by following the link below.

<http://www.uiltexas.org/files/athletics/offseason-nonschool-participation.pdf>

## **Athletic Equipment & Facilities**

### **Equipment & Inventory**

Each Head Coach is responsible for purchasing, issuing and managing all equipment and supplies necessary to operate his/her specific sport. Each Head Coach is also responsible for filing a yearly itemized inventory list that will be a part of the End of the Season meeting notebook. A copy must also be on file in the athletic department.

An inventory in each sport should be kept on hand. Keep accurate lists of equipment that has been checked out to your athletes. Number or use identifying marks on all gear. If athletes lose anything that has been issued to them, they must pay for its replacement. School athletic gear should not be seen on our athletes all over town.

### **Maintenance**

Each Bastrop ISD Head Coach is responsible for the general care and maintenance of his/her facility. All work orders must be submitted to the Athletic Secretary.

The athletic facilities should be thoroughly checked for unsafe or damaged conditions. Take note of this and inform the Campus Coordinator immediately, also send work order information to the Athletic Secretary.

### **Building Modifications**

Building modifications must be approved by that Athletic Director prior to any purchase or initiation of a facility modification/enhancement/addition. A complete summary of funding sources/plans and project description must be submitted with this request. .

## **Athletic Facility Reservations**

- Bastrop ISD Athletic teams that are in season have first right to the facilities. Work with the other coaches to compromise when conflicts arise. See Athletic Director as needed.
- The scheduling of district athletic facilities will be handled by the Athletic Administrative Assistant with the approval of the Athletic Director.
- All camps and clinics for Bastrop ISD athletic teams and ancillary groups must be submitted to the Bastrop ISD Athletic Department for approval. This process will ensure that facilities are not inadvertently double-booked and the interests of all Bastrop ISD student groups are given priority.
- Coaches do not have the authority to use facilities for their personal gain or pleasure. Coaches do not have the authority to authorize the use of school facilities by others as these actions would be in direct violation of the Texas Education Code of Ethics (Standard 1.2)

## **Hosting Playoffs**

- Each Head Coach is responsible for scheduling playoff games for his/her sport. The coach will schedule the facility and work with the Athletic Administrative Assistant to contact all required personnel.

# Public Relations

## Athletic Booster Clubs

Booster clubs can be extremely important when managed correctly. Athletic booster clubs are under the supervision of the campus principal and Campus Coordinator. Booster clubs must operate within the guidelines and procedures set forth by Bastrop ISD and following UIL booster club guidelines. Head Coaches will be held responsible for UIL/Bastrop ISD compliance.

## Fundraising

- Any type of fund-raising project must have prior approval by the Campus Coordinator and campus principal at least twenty one (21) days prior to event.
- Fundraising projects are subject to state and federal law.
- For additional information, coaches will refer to Bastrop ISD Board policies as well as the UIL policies.

## Media Relations

Media relations will be handled cordially and professionally. The Athletic Director and Campus Coordinator must approve any unusual media requests and/or interviews.

## Alumni Relations

Each Head Coach is responsible for promoting and fostering relationships with alumni. Any games or events that will involve non-student participation must be approved by the Athletic Director and Campus Coordinator.

## Athletic Program Public Relations

Each Head Coach is responsible for promoting his/her program within the UIL/Bastrop ISD policies.



# Business & Administration

## Procedures for Athletic Supply Orders

Do NOT place orders without an approved P.O.

### Budget Account

- Funds will not rollover to next year
- Funds cannot be used on items that are given to students to keep

### Activity Account

- Funds will rollover from year to year
- Purchases from this account need to be in benefit of students
- Fundraiser proceeds will be deposited here

### General Procedures:

1. Quote
  - Standard practice is to obtain quotes from three different vendors if the amount is over \$10,000
  - Ask the vendor to include "Buy Board Pricing" if available.
2. Requisition
  - Requisition Form is in the Athletic Secretary's office
  - Fill out form and turn into the Athletic Secretary with attached quote
3. Purchase Order
  - Purchase Order (PO) will be generated
  - Copy of the PO will be left in your box or emailed
4. Order
  - Coaches will place their own order by sending a copy of PO to vendor
  - Notify Athletic Secretary of any changed or cancelled orders

5. Items Received

- If you receive an invoice, send it to the Athletic Secretary ASAP
- Once all items are received, sign and date the P.O. and return to the Athletic Secretary

## **Deposits**

- All deposits to your activity account will need to be totaled before turning into Heidi.
- You will need to fill out the “Deposit Summary” form. (You can find this in the Athletic Secretary’s office)

# Appendix

# Beginning of Year/Season Coaching Checklist

## General Requirements

- Save important phone numbers listed
- Refer all injuries to the staff Athletic Trainers.

## Pre-season Requirements

- Submit to Campus Coordinator
  - Team rules, guidelines, expectations
  - Team try-out process
  - Bus Driver Certification
  - Pre-Season Parent Meeting Agenda
  - Completed UIL Varsity Team or Individual Eligibility Report
- Submit to Athletic Trainer
  - Football Only: Atavus Tackling Certificate
  - “New to Texas Coaching” Only: NFHS Fundamentals of Coaching in Texas Course certificate.
  - First Aid, CPR, AED certification
  - Concussion Training Certificate
  - CCP
- Complete UIL's Rules & Compliance Program Certifications
- Schedule a Pre-Season Parent Meeting
- Utilize Rank One for Coaches and Athlete Compliance
  - Check your compliance status by logging into Rank One.
  - Build your team rosters in Rank One Sport and update as necessary.
  - Stay current with all injury updates through Rank One.
  - Know your athlete's medical conditions by reviewing reports in Rank One
  - Print your athlete's Bastrop ISD Travel Permission and Emergency Medical Information prior to the start of your season.
  - Download the Rank One Sport App.

- Direct all Pre-Participation Physicals & other medical paperwork to staff Athletic Trainers.
- Complete the Emergency Safety Drill Checklist.
- Review the EAP located in the Coaches' Team Drive.
- Sign up for Perry weather updates.
- Enter transportation requests
- Confirm officials for all home games prior to first scrimmage, tournament or contest
- Confirm all games with opposing coach prior to first scrimmage, tournament or contest

## **In-Season Coaching Checklist**

### **General Requirements**

- Refer all injuries to the staff Athletic Trainers.
- If an athlete seeks medical attention at an emergency department, urgent care, or physician's office, direct that athlete to the staff Athletic Trainers to submit required clearance paperwork.
- Direct all athletes who are injured for daily treatments with the Athletic Trainers.

### **Practice Expectations**

- Document written schedule and plan for practice.
- Keep accurate practice attendance.

### **Game Day Expectations**

- Enforce the clearly defined warm-up routine for each game.
- Stay, supervise, and assist until the final game of the evening is complete.
- Ensure that all student-athletes are supervised at ALL times.
- Do not allow student-athletes to be released to go home with anyone but their parent and then only with the appropriate paperwork on file.
- Should a schedule change occur (time, date, or location), the following must be notified:
  - Campus Coordinator
  - Athletic Director
  - Athletic Specialist

- Security
- Principal
- Athletic Trainers
- Campus Administration
- Media
- Officials
- Parents
- Athletes
- Facility Coordinators
- Transportation
- Opponents

## End of Season Coaching Checklist

- Head Coaches will participate in an end of season meeting with the Campus Coordinator. For this meeting,
  - Bring with you:
    - General off-season expectations and plan.
    - Equipment inventory breakdown (hard and soft goods for all levels).
    - Recommendations for improving program.
  - Be ready to discuss
    - MS and HS communication as it pertains to your program.
    - Game Day Issues (Music, Workers, Playoff Hosting, Security)

## Bastrop ISD Parent Meeting Agenda Items

- Staff introductions
- Coaching philosophy, team's style of play, new rules of sport
- Game schedules, Rank One, directions, game changes
- SportsYou
- Practice schedules and times, length of practices and games, criteria for being selected on the team
- Coaches email addresses, conference periods, Bastrop ISD athletic website, important phone numbers
- Communication procedures, i.e. chain of command when issues arise
- Review of
  - Bastrop ISD Athletic Policy
  - Amateur athletic and awards rules/UIIL eligibility rules/residency rules
  - UIL Parent Manual
  - UIL Player Code of Conduct
  - Lettering Policy (HS)
  - Transportation policy
  - Sports Medicine policies
- Explain athlete contest ejection reporting procedures and possible consequences.
- Parent behavior expectations
  - Communication with coaches
  - Game spectator behavior
- Philosophy regarding multiple sport participation
- Grade check and eligibility procedures
- NCAA Eligibility Center- as a resource
- Hazing, bullying, and social media concerns
- Communication procedures (SportYou, email, texting, etc.)



# Bastrop Independent School District Athletic Safety Drill Checklist

All Athletic Safety Drills must be coordinated with the Head Athletic Trainer

Date of Drill \_\_\_\_\_ Time of Drill \_\_\_\_\_ School \_\_\_\_\_

Head Coach \_\_\_\_\_ Sport \_\_\_\_\_ Team \_\_\_\_\_

Situation: An athlete has been participating in drills when the suddenly collapse and are lying on the ground unconscious. Note the start time of the drill above.

1. Athlete care given by \_\_\_\_\_.
2. EMS activated by \_\_\_\_\_.
3. AED retrieved by \_\_\_\_\_.
4. Athletic Trainer contacted by \_\_\_\_\_.
5. EMS met at designated area by \_\_\_\_\_.
6. Crowd control handled by \_\_\_\_\_.
7. Parent Contacted by \_\_\_\_\_.
8. Bastrop ISD police contacted by \_\_\_\_\_.

An AED was retrieved and available for use within \_\_\_\_\_. Important note: Bastrop ISD's acceptable response time for an AED is 3 minutes.

Coaches Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed form to the Head Athletic Trainer.