

*ANDREWS ATHLETIC  
POLICIES AND PROCEDURES*



ANDREWS INDEPENDENT SCHOOL DISTRICT

## TABLE OF CONTENTS

ATHLETIC PHILOSOPHY AND OBJECTIVES.....	3
PURPOSE OF THE CODE OF ETHICS.....	3
THE COACH'S RESPONSIBILITY.....	4
THE COACH'S RESPONSIBILITY TO THE SCHOOL.....	5
THE COACH'S RESPONSIBILITY TO THE ATHLETE.....	5
RULES OF THE GAME.....	6
PUBLIC RELATIONS.....	6
I. POSITION GUIDE FOR THE OFFICE OF THE DIRECTOR OF ATHLETICS	
General.....	7
Specific Duties and Responsibilities.....	7
Administrative Organization and Responsibilities.....	8
II. HEAD COACHES.....	9
General.....	.....
Specific Duties and Responsibilities.....	.....
III. MIDDLE SCHOOL COORDINATOR OF ATHLETICS.....	12
General.....	.....
Specific Duties and Responsibilities.....	.....
IV. ASSISTANT COACHES.....	13
Specific Duties and Responsibilities.....	.....
V. THE ATHLETIC PROGRAM.....	14
Policies Governing Participation in Athletics.....	.....
Sports Offered at Andrews High School.....	.....
Sports Offered at Andrews Middle School.....	.....
VI. OBJECTIVE OF THE ANDREWS ATHLETIC DEPARTMENT.....	16
VII. REPORTS AND FORMS.....	16
Individual Game Results.....	.....
Professional Acknowledgment Form.....	.....
UIL Team Eligibility Form.....	.....
Transportation Request.....	.....
Work Orders / Maintenance Request.....	.....
Medical Examination, Parent Consent, Acknowledgement of Rules.....	.....
Purchase Requisition Procedure.....	.....
VIII. AWARDS POLICIES.....	18
Award Rule Section 480.....	.....
Award Criteria By Sport.....	.....
IX. ATHLETIC CODE.....	20
Conduct.....	.....
Consequences For Violations.....	.....
X. PRACTICE REGULATIONS.....	22
Holiday Restriction.....	.....
UIL Regulations.....	.....
Local Regulations.....	.....
XI. UIL REGULATIONS.....	24
Age Rule.....	.....
Semester Rule.....	.....
Amateur Rule.....	.....
Attendance.....	.....
Changing Schools.....	.....
Health Requirements.....	.....

## **ATHLETIC PHILOSOPHY AND OBJECTIVES**

**In the Andrews Independent School District, the program of competitive athletics should be comprehensive, diversified, and flexible to meet individual needs, interests, and abilities our athletes. It should comprise an integral and vital part of the district's total education program. Whenever and wherever competitive athletics are planned or played, it is mandatory that definite rules, regulations, and procedures be developed and implemented for the proper administration of these activities. It is also essential that these procedures be commensurate with school district policies and in accordance with the accepted and established philosophy of education that prevails in the district. It is with full consideration and recognition of the important role that competitive athletics should have in the total school curriculum that this handbook has been developed.**

**It is thereof the goal of the athletic program to offer this opportunity of participation to every student who has the ability and desire to do so. However, no student is obligated to take part in athletics, nor is this required for graduation. It is stressed that participation in athletics is a PRIVILEGE and not a right. Since it is a privilege, the coach has authority to revoke the privilege when a student does not comply with the rules. The special standards for athletes will provide the security of authority that young adults need.**

**The combination of sports and academics can be a tremendous experience in a young person's life. A broad and sound sports program for all students can provide invaluable experiences for the participants. A well-rounded and disciplined athletic program can help our young people better prepare for their future.**

**It is important to see athletics as a part of the total educational program. It should both complement and contribute to the overall educational process. For many students it is the most effective climate for learning the invaluable lessons of personal integrity, determination, self-confidence, and proper mental attitude. Learning to accept individual and group responsibilities can better foster the desire to achieve high goals. These should be the basic objectives of any sound educational system.**

## **CODE OF ETHICS**

**The code of ethics should be developed to protect and promote the best interest of the high school athletic program. In the coaching profession, the primary purpose of a code of ethics is to clarify and distinguish ethical and approved professional practices from those, which are detrimental and harmful. Applied to the coaching profession, ethics will help develop a standard of character in which the public has trust and confidence. The success of the principles and standards emphasized in the code is dependent upon those for whom they have been prepared; the coaches of the middle school and high school of the Andrews Independent School District.**

## RESPONSIBILITY OF THE COACH

An active coach is involved in several areas of interpersonal relationships, each of which requires a consistent pattern of behavior and conduct. The coach should strive to work professionally with each group as a representative and role model of the Andrews Independent School District. These areas include the following:

Athletes	Parents
Students	Community
Co-workers	Game officials
School Administrators	Media representatives

In their relationships with players under their care, the coaches should always be aware of the tremendous influence they have on their lives and the choices they make. Coaches should never place the value of victory above that of instilling the highest desirable ideals and character traits in the players. The safety and welfare of the athletes should always be the utmost of importance in the minds of the coaches and the decision he or she makes. In the process of teaching the game, coaches must realize that there are certain rules designed to protect the players and provide common standards for the arena of competition. Any attempts to beat those rules in order to gain an unfair advantage or an opponent or to teach deliberate unsportsmanlike conduct have no place in the coaching profession. The coach should set the example of winning without boasting and losing without bitterness. Coaches whose conduct reflect these principles need have no fear of failure, for in the final analysis the success of the coach can be measured in terms of the respect that has been earned from the players and from opponents.

In his / her relationship with the school for which the coach works, the coach should remember that he /she is on public display as a representative of that school. It is important, therefore, that the coach conduct himself / herself in such a way as to maintain the principle of integrity and the dignity of this school. School policies regarding the athletic program should be adhered to both as to the letter and the spirit of the rule. The coach should remember that other members of the faculty also have an interest in the school and in the students. The conduct of the coach must be such that no criticism arises concerning his / her efforts to develop the common interest and the purpose of the school.

Sportswriters and sportscasters should not be used as an outlet for relieving ill feelings or frustrations toward other coaches, players, officials, or other schools. Sportswriters / sportscasters also have an interest in the athletic program and should be treated with respect and honesty.

Officials are an essential part of the athletic program and of the game. It should be recognized that they attempt to maintain the highest standards of integrity and honesty. Just as coaches can make mistakes, officials can make mistakes as well. Judgments of a spectator or coach are most often skewed by biases, whereas the judgment of an official is most often based on his / her interpretation of what they saw. Coaches should avoid trying to evaluate officials and focus on coaching kids and teaching them to overcome adversities presented by the game.

## COACH'S RESPONSIBILITY TO THE SCHOOL

The function of the coach is to educate students. Whether it be in the classroom or on the field of play, the coach should always strive to be at their very best at all times. Coaches should strive to be the best teachers on the campus and should take pride in all that they do in molding and shaping the lives of our students.

Because of the unique place, which the coach holds in the educational organization, it is highly important that the coach support the administration in all the policies, rules, and regulations that may from time to time be enacted. Differences of opinion must be discussed behind closed doors and not aired in public.

It is important that a harmonious relationship exist between coach and director of athletics. The coach should feel free to suggest and initiate any actions that have to do with the conduct or improvement of the athletic program. Controversial matters should be discussed on a friendly basis; but once final decisions have been reached, they should be accepted and supported by the coach.

Participation in interschool athletics is based on the individual student's observance of established rules and regulations. Every coach should be thoroughly acquainted with these rules and regulations. They should assume responsibilities for their observance and enforcement in cooperation with the school officials who have been charged with this responsibility. Matters of eligibility should be constantly referred to the school principal or director of athletics for consultation and interpretation and improvement.

One of the coach's fundamental responsibilities must be to inspire the players to achieve academic success. A coach's nature is to push athletes to perform at a very high level. It is important that coaches do the same toward a player's academics to help them secure a well-rounded high school education to help them to become successful in life.

## COACH'S RESPONSIBILITY TO THE ATHLETE

**Encourage and promote the academic and behavioral success of all students.**

Diagnosis, evaluation, and prescription of treatment of injuries are strictly medical problems and should, under no circumstances, be considered a province of the coach. A coach should use good common sense and sound judgment in handling injury situations. The coach's responsibility is to see that injured athletes are given prompt and competent medical attention and to see that the most detailed instructions of the doctor are carried out. Coaches should communicate with the athletic trainer regularly to know and understand the status of each athlete.

Coaches should always maintain composure and react to situations in a professional manner keeping in mind the emotional and mental state of each athlete. Every kid is important regardless of his or her ability to contribute to team success.

**Coaches should demonstrate a proper attitude toward their athletes in language and actions. Profanity is not to be used as a tool of the trade. Refrain from intimidating tactics and coercion of the athlete.**

**The safety and welfare of the athlete should always be the concern of the coach.**

**Coaches should serve as positive role models and set behavioral examples for our kids to follow. Coaches should always be an example of moral and ethical behavior in all areas. A coach should not openly take part in indulging in things that can affect and influence the choices of our kids. It should not be apparent to the kids or community that you have bad habits or vices.**

**Coaches should stress to the players the importance of representing themselves in the highest regard at all times as representative of themselves, their family, the school, and the community of Andrews.**

**Student athletes should be encouraged and motivated by all school personnel to participate in a variety of activities. Specialization in only one area of participation should not be encouraged.**

#### **RULES OF THE GAME**

**The coach should be thoroughly acquainted with the rules of the game. Official rulebooks and UIL Constitution and Contest rule manuals should be studied and frequently reviewed. State Board of Education Mandates will be strictly adhered to by the coach. The coach is primarily responsible for teaching and interpreting the rules to the players.**

**The letter and spirit of the rules must be respected and adhered to by the coach. Rules are made for the protection of the players and for the best interest of the game. It is the coach's responsibility to see that they are observed.**

**Good sportsmanship begins on the practice field. If it becomes a habit, then no one will have to worry about unsportsmanlike tactics being used in any games. Coaches should never allow poor sportsmanship at any time nor individual acts of taunting or demonstrations.**

#### **PUBLIC RELATIONS**

**The responsibility of coaches to accredited writers or radio and television commentators is to provide news about the teams and players. The press should be treated with courtesy, honesty, and respect. Misleading statements should be avoided. Direct questions should be answered honestly or not at all. If good judgment indicates that an honest answer to a question would be detrimental to the best interest of the team or to the game, good ethics demand that the question not be answered. In such cases "No comment" is entirely justifiable. Coaches should stress the importance of ethical procedures in teaching their players how to conduct themselves on and off the field at all times as a representative of the Andrews community and schools.**

**It should be considered questionable practice for coaches to stress player injuries, disciplinary measures, academic difficulties, or eligibility problems to the press, radio, and television. Disciplinary problems should be an "in house" situation to be solved between the coach and players involved. Eligibility is a matter for the principal. Injuries are a matter for the attending physician or athletic trainer. No good purpose can be served by emphasizing these problems.**

## **POLICIES AND PRACTICES OF THE DEPARTMENT OF ATHLETICS**

### **POSITION GUIDE FOR THE OFFICE OF THE DIRECTOR OF ATHLETICS**

#### **A. GENERAL**

**The Director of Athletics shall have the responsibility of general supervision and coordination of the athletic program of the middle school and high school of the Andrews Independent School District. It is to this director that the coaches shall look for direction, guidance, and assistance in the improvement and effective operation of the athletic program. He shall establish the best possible relations with the school administration, faculty, students, parents, and the community in general to develop pride in the athletic program. He shall support the policies and practices of the Andrews Independent School District at all times.**

#### **B. SPECIFIC DUTIES AND RESPONSIBILITIES**

- 1. Organize, supervise, and administer in cooperation with the school principal, the overall program of athletics.**
- 2. Recommend for employment prospective staff members that will best fit the philosophy of the athletic program and that will perform the role of classroom teacher at the highest level. The Athletic Director will, with the cooperation of the head coach, assign coaching duties for each coach and place them in the proper salary category.**
- 3. Supervise and evaluate athletic personnel in the performance of their duties.**
- 4. Work with other administrators of the school to make the athletic program function as an effective part of the school program in the development of strong physical bodies, superior moral standards, and sound ethical character on the part of the boys and girls of Andrews Independent School District.**
- 5. Supervise in conjunction with the director of operations all athletic areas at the middle school and the high school.**
- 6. Evaluate the policies within the area of responsibility and make recommendations for changes in policies.**
- 7. Prepare and administer an annual athletic budget covering all estimated expenditures and anticipated receipts.**
  - a. Develop and administer record keeping, requisitioning, purchasing, and reporting for the proper control of the budget in accordance with the established policies of the board of education.**
  - b. Recommend approval of all athletic expense as shown within the allocated budget**

8. Arrange the scheduling of all athletic interscholastic contests with the assistance of the head coach and the principal involved.
9. Work with principals and other staff members in developing interest in and appreciation for competitive sports. This interest should be developed in students, school employees, and the public.
10. Assume the responsibility for the general game management of all home games and contests of an athletic nature by developing and administering operational plans.
11. Attend as many athletic events of each individual sport as possible. Plan annually to attend home and out of town games, district, regional, and state contests.
12. Make periodic reports as required on the operation of the athletic program.
13. Perform other duties as may be requested by the superintendent.
14. Develop a method for evaluating the athletic program and make recommendations for improvement.
15. Plan renovations and repairs to existing athletic facilities and determine needs for additional facilities and upgrades. Make recommendations for these needs.
16. Prepare and keep current a handbook of athletic policies, plans, rules, and regulations subject to the approval of the superintendent.
17. Supervise the purchase of all athletic equipment for all sports.
18. Supervise head coaches in obtaining a current inventory of all equipment used in athletics.
19. Develop and maintain a public relations and communications program that fosters good school-community relationships.
20. Develop good inter-school communication program to keep principals, teachers, students, central office staff, and board members aware of schedule and location of athletic events.
21. Cooperate with the school booster organizations and their efforts to assist and boost the school athletic programs.
22. Work with the director of transportation and supervise arrangements for transportation for athletic teams to all contests.

#### **C. ADMINISTRATIVE ORGANIZATION OF ATHLETIC DEPARTMENT**

1. **Athletic Director**
  - a. Executive director of the athletic program. He is responsible for all athletic coaches in the system and their assignment.
  - b. Responsible to the Superintendent of Schools.
2. **Head Coach of Each Sport**
  - a. Responsible for his or her particular sport and assistant coaches under his or her direction.
  - b. Responsible to campus coordinator, principal, and Athletic Director.
3. **Middle School Coordinator**
  - a. Responsible for coordination of athletic programs at the middle school.
  - b. Responsible to principal and Athletic Director.
4. **Assistant Coach at High School or Middle School**
  - a. Responsible to head coach per sport.
  - b. Responsible to principal and Athletic Director.

5. **Proper Channel of Communications**

Coaches of each sport are encouraged to go through the proper channels of communications for anything necessary to improve their program or with any problem concerning their program.

- 1.) Head coach of the sport
- 2.) Campus Coordinator
- 3.) Athletic Director
- 4.) Building Principal
- 5.) Superintendent
- 6.) Board of Education

6. **Procedure for Handling Athletic Requests and Problems**

- a. All coaches shall initiate each request or discussion using the proper channel of communications pertaining to athletics ultimately to the Athletic Director if problem is not resolved.
- b. The request or problem may then be referred to school principal by the Athletic Director if the subject requires additional attention.

### **HEAD COACHES**

#### **General**

The head coach shall coordinate the sports program in his or her school and in the middle school. He or she shall be directly responsible to the principal and to the director of athletics in the performance of his or her duties.

#### **Specific Duties and Responsibilities**

1. Serve as the varsity coach.
  - a. Responsible for the assignment of assistant coaches to a coaching schedule.
  - b. Responsible for supervising and coordinating the work of assistant coaches.
2. Assist the director of athletics in developing and directing a comprehensive program of athletics in the high school and the middle school.
  - a. Consults with the principal and the athletic director in the organization and operation of his or her sport.
  - b. Plans meetings, conferences, etc. to coordinate the activities of all coaches involved in his or her sport.
3. Assists and advises the director of athletics in the recruitment, appointment, management, and evaluation of personnel in their respective sport at the high school and middle school level. He or she is responsible for developing and clearly defining the job of each coach.
4. Cooperates with the director of athletics in preparation and administration of an annual budget for his or her sport. Counsels with the director of athletics and recommends the purchase of all athletic equipment and supplies.
5. Responsible for the care of all athletic equipment.
  - a. Prepares and keeps current an inventory of all equipment, fixtures, and properties of the sport in the school to which he or she is assigned.

- b. Assigns coaches to supervision of indoor and outdoor equipment.
  - c. Responsible for supervision of gym and weight room facilities open for use by their athletes.
- 6. Directly responsible for the in-service training of the coaches involved and coaches of the middle school. This training should include but not limited to formations, terminology, drills, philosophy, offenses, defenses, scouting, practices, coaching methods, etc.
  - a. Directly responsible for the high school and middle school staff.
  - b. Plan on an annual basis for coaches to attend clinics, coaching schools, local workshops, etc. Plans must include anticipated expenses.
  - c. Secures approval of the principal and director of athletics to attend conferences when athletic coaches are to be out of school.
- 7. Assist the director of athletics in developing a public relations program designed to keep patrons informed as to the accomplishments of the athletic program.
  - a. Cooperates with the community agencies and the press.
  - b. Plans consistent and continuous efforts to maintain good home-school relations.
  - c. Plan and directs awards programs or ceremonies for his or her school / sport.
- 8. Assumes the responsibility for the school's participation in all UIL activities in athletics.
  - a. Keeps abreast of all rules and regulations of the UIL and sees that the sport, in all matters, complies with these regulations.
  - b. Makes all necessary reports to the league in cooperation with the principal or athletic director.
  - c. Attends all meetings necessary to properly implement league rules and regulations.
- 9. Oversee that coaches or players use no profanity.
- 10. Assumes the responsibility for the general management (use, care, and maintenance) of athletic fields / facilities / students under his or her supervision.
  - a. Responsible for constant supervision of students from the time they come into the dressing room until they leave to go home. See that all facilities are securely locked before leaving.
  - b. Dressing room supervision is vital.
  - c. Strictly prohibit the use of video via cell phones by students. The coach is responsible for making students aware of dangers of social media and that it is not to be used for posting videos or comments that could be defaming or detrimental to the team or other students.
  - d. Ensure that all students have safely left the premises before leaving.
- 11. Responsible to the Athletic Director for eligibility list of athletes at the beginning of each semester.
- 12. Responsible to the principal for travel lists of players, means of travel, departure time, and especially when school time will be missed. Communicate with players and parents of travel plans.
- 13. Submits list of names of athletes to be scheduled in the athletic period and is responsible for recommending the transfer of athletes out of the athletic period.

14. Directly responsible to the principal and director of athletics for behavior of self and behavior of assistants while carrying out the duties connected with athletics.
15. Cooperate in assisting the director of athletics in developing varsity, junior varsity, freshman, and middle school athletic schedules.
16. Attend games of other sport contest and high school and/or middle school to show support for other programs and coaches.
17. Encourage athletes to participate in all sports of interest. Do not encourage specialization nor using intimidation or coercion to influence student decisions.
18. Responsible for administering policies on athletic awards.
19. Responsible to the principal / athletic director for submitting eligibility lists of participants for the sport he or she is coaching. The list should be complete, signed, and delivered to the appropriate source before the team competes against another school.
20. Responsible for securing travel expenses / receipts for all out of town contests and returned and submitted the next working day to athletic secretary.
21. Responsible for submitting a list of items for repair or replacement that is involved in the sport in charge of.
22. Responsible for the behavior of all players under his or her assistants' supervision during the season and the off season during athletic activities.
23. Confers with the athletic director and principal if a player is to be dismissed from the program.
24. Responsible for using sound judgment with regards to ill or injured players practicing or playing. Physician, athletic trainer, and/or parents have final decision in this matter. Coaches will abide by this decision.
25. Secures game officials for contests. Meets visiting teams and officials for home contests. Accommodates officials and visiting teams by supplying their needs and secures in other needs for orderly performance of contest.
26. Perform other duties that may be assigned by the principal or athletic director.
  - a. Coaches should always be prompt and efficient in performing assigned duties with a positive attitude.
  - b. Coach should secure replacement if unable to perform assigned duty.
27. Initiate request to athletic director to be forwarded to operations for maintenance of fields, gymnasiums, and other facilities used in athletics.
28. Supervise sub-varsity games when possible.
29. Develop teams that compete favorably with opponents.
30. Set a good example for all athletes in manners, dress, conduct, and character.
31. Responsible for securing playoff sites for his or her sport
  - a. Communicate with Athletic Director possible sites and discussions.
  - b. Receive prior approval with Athletic Director before agreement is reached on site requiring excessive travel or situations requiring flip of coin when agreement cannot be reached with opponent.
32. Submit a list of participants, managers, student trainers, etc. to the director of athletics within three weeks after the beginning of each sport.
33. Responsible for the following procedures listed under Assistant Coaches duties and responsibilities. #'s 4,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21

## MIDDLE SCHOOL ATHLETIC COORDINATORS

### General

The coordinator of athletics shall be responsible for developing an athletic program under the leadership of the director of athletics and the varsity head coaches.

### Specific Duties and Responsibilities

1. Directs the middle school coaches to use the type of offense, defense, and drills as to the request of the varsity head coaches for each sport.
2. Implements an effective off season program under the supervision and direction of the varsity coaches of each sport.
3. Compiles a statement of needs (equipment, supplies, repair, and maintenance) along with a complete inventory to insure the securing of essential supplies and equipment for program operation during the subsequent year.
4. Responsible for securing team transportation and travel expenses for all athletic trips through the department of transportation and the principal.
5. Gain and maintain maximum participation in athletics.
6. Be a participating cooperative member of the coaching staff interested in providing leadership to every part of the athletic program as well as the total school program.
7. Cooperate with community agencies and the press.
8. Plan consistent and continuous efforts to maintain good home-school relations.
9. Works with school related activities in their efforts to boost the school district's athletic program.
10. Promotes the athletic program to participants and helps develop pride and the desire to excel in athletics.
11. Encourages athletes to continue participating in multiple sports in middle school and high school.
12. Teaches good physical conditioning and mental attitudes.
13. Sets a good example for all athletes in manners, attitude, dress, and conduct.
14. Responsible for care of injured players and refer to athletic trainer or physician for serious injuries.
15. Perform scouting duties as assigned by head coach of each sport.
16. Give proper care and maintenance to all athletic equipment.
17. Assumes responsibility for the general management (use, care, and maintenance) of athletic fields and facilities under his or her supervision.
18. Comply with all UIL rules. Be aware of UIL regulations.
19. Cooperates with the director of athletics in securing game officials.
20. Meets visiting teams and supplies their needs.
21. Performs other duties from time to time that may be assigned by the principal and the director of athletics.
22. Responsible to see that student supervision is constant and efficient. **Students must**

**be supervised from the time they arrive until they safely depart,**

23. **Assist with game administration to help ensure no problems arise before, during, or after the contest.**
24. **Submit a list of participants, managers, student trainers, etc. to the director of athletics within three weeks after the beginning of each sport.**

### **ASSISTANT COACHES**

#### **Specific Duties and Responsibilities of Assistant Coaches**

1. **Responsible for the following procedures listed under Head Coaches duties and responsibilities. #'s 5,7,8,9,10,12,16,17,19,20,21,22,23,24,26,27,29,30**
2. **Assist the head coach in planning and directing a sound program in their particular sport.**
3. **Teach fundamentals and the systems established by the head coach.**
4. **Be a participating cooperative member of the coaching staff with an interest in lending leadership to every part of the athletic program as the total school program.**
5. **Perform duties as assigned by the head coach.**
6. **Comply with UIL rules. Be aware of UIL regulations.**
7. **Maintain a close working relationship with the faculty.**
8. **Stress morality and good ethics at all times in accordance with overall athletic philosophy.**
9. **Do Not Criticize a Fellow Coach. Unity and loyalty are the basis upon which any good staff is built. Nothing else is of value without these ingredients.**
10. **Demonstrate a consistent energetic and enthusiastic effort in coaching our kids.**
11. **Display flexibility and ability to deal with the unexpected.**
12. **Use explanation, demonstration, repetition, and correction as tools of teaching.**
13. **Keep the best interest of the students in mind at all times.**
14. **Help every player enjoy success in some way.**
15. **Coach in a positive manner to every member of the team.**
16. **Always maintain a healthy coach / player relationship with team members.**
17. **Follow formal communication line according to proper chain of command.**
18. **Strive to relate well with players to open doors for future success.**
19. **Refrain from using intimidating tactics or coercion as motivational tools.**

## THE ATHLETIC PROGRAM

### A. POLICIES GOVERNING PARTICIPATION IN SPORTS

1. **Participation:** The Andrews Independent School District athletic program is well rounded and offers a variety of sports for all students. Participation in any or all sports is voluntary on the part of the student. Each student is to participate in any sport he or she chooses provided that he or she complies with all rules and regulations. Students who are capable are to be encouraged to participate in more than one sport in our athletic program provided they can meet the requirements of that sport. Coaches shall not apply any pressure on students to give up participation in one sport in favor of another. All discipline cases involving dismissal from a squad shall first be discussed with and approved by the Athletic Director. Each student is to be given equal opportunity to participate with playing time left to the discretion of the coaches based upon attitude, desire, effort, skill level, and the needs of the team. Athletes are assigned to one of the teams within the sport and may be moved from one team to another based upon the aforementioned criteria.
2. **Forms**

The Andrews Independent School District and the UIL both require that several types of forms be read and signed by both athlete and parent and be kept on file each year of participation. Athletes are required to have a physical examination by a physician at different entry levels of participation during their middle school and high school years. This examination form must be signed and kept on file each year of an athletes participation. Other forms will address safety and rules acknowledgement awareness as well as consent by the parent.

### B. SPORTS OFFERED AT THE HIGH SCHOOL

#### GIRLS

1. Cross Country
  - a. varsity
  - b. junior varsity
2. Volleyball
  - a. varsity
  - b. junior varsity
  - c. freshman
3. Swimming
  - a. varsity
  - b. junior varsity
4. Basketball
  - a. varsity
  - b. junior varsity
  - c. freshman

#### BOYS

1. Cross Country
  - a. varsity
  - b. junior varsity
2. Football
  - a. varsity
  - b. junior varsity
  - c. freshman
3. Swimming
  - a. varsity
  - b. junior varsity
4. Basketball
  - a. varsity
  - b. junior varsity
  - c. freshman

	<u>GIRLS</u>		<u>BOYS</u>
5.	Track	5.	Track
	a. varsity		a. varsity
	b. junior varsity		b. junior varsity
6.	Powerlifting	6.	Powerlifting
7.	Tennis	7.	Tennis
	a. team tennis		a. team tennis
	b. varsity		b. varsity
	c. junior varsity		c. junior varsity
8.	Golf	8.	Golf
	a. varsity		a. varsity
	b. junior varsity		b. junior varsity
9.	Softball	9.	Baseball
	a. varsity		a. varsity
	b. junior varsity		b. junior varsity
			c. freshman

C. **SPORTS OFFERED AT THE MIDDLE SCHOOL**

	<u>GIRLS</u>		<u>BOYS</u>
1.	Cross Country	1.	Cross Country
	a. 7 <sup>th</sup>		a. 7 <sup>th</sup>
	b. 8 <sup>th</sup>		b. 8 <sup>th</sup>
2.	Volleyball	2.	Football
	a. 7 <sup>th</sup> A&B		a. 7 <sup>th</sup> A&B
	b. 8 <sup>th</sup> A&B		b. 8 <sup>th</sup> A&B
3.	Swimming	3.	Swimming
	a. 7 <sup>th</sup>		a. 7 <sup>th</sup>
	b. 8 <sup>th</sup>		b. 8 <sup>th</sup>
4.	Basketball	4.	Basketball
	a. 7 <sup>th</sup> A&B		a. 7 <sup>th</sup> A&B
	b. 8 <sup>th</sup> A&B		b. 8 <sup>th</sup> A&B
5.	Track	5.	Track
	a. 7 <sup>th</sup>		a. 7 <sup>th</sup>
	b. 8 <sup>th</sup>		b. 8 <sup>th</sup>
6.	Golf	6.	Golf
	a. 7 <sup>th</sup>		a. 7 <sup>th</sup>
	b. 8 <sup>th</sup>		b. 8 <sup>th</sup>
7.	Tennis	7.	Tennis
	a. 7 <sup>th</sup>		a. 7 <sup>th</sup>
	b. 8 <sup>th</sup>		b. 8 <sup>th</sup>

## **OBJECTIVES OF THE ANDREWS INDEPENDENT SCHOOL DISTRICT ATHLETIC DEPARTMENT**

- A. Develop attitudes that must be a part of each individual for success in athletics and in life. Specific attitudes to stressed are:**
  - 1. Pride in Performance**
  - 2. Poise in Performance**
  - 3. Develop Physical and Mental Toughness**
  - 4. Team Mind Set**
  - 5. Compete to Win at All Times**
  - 6. Attaining an Education is First and Foremost!**
  - 7. Effort: No Less Than Your Best**
  - 8. Maturity: Handling Adversity**
- B. Instill in athletes an appreciation for optimum health and physical Fitness. Instill in athletes the importance of proper rest, diets, habits, And cleanliness. These should be stressed at every opportunity.**
- C. Encourage athletes to grow mentally, physically, spiritually, and socially as these qualities are nurtured through the challenges and experiences that athletics provides.**
- D. Base all teaching and learning situations on a sound progressive educational approach.**
- E. Constant evaluation and improvement of coaching techniques and methods to lend to a continually improving athletic program.**

### **REPORTS AND FORMS**

- 1. Individual Game Results**  
Each coach of a team Grades 7-12 shall keep the director of athletics informed of game results and team standings throughout the season. This can be done in a report form or via email and turned in on the next school day after the contest.
- 2. Professional Acknowledgement Form**  
Each coach must sign and notarize this form and kept on file at the superintendent's office at the beginning of employment in the district. (UIL Section 1202 (j) )
- 3. UIL Team Eligibility Form**  
This form must be complete and signed and placed on file with the Athletic Director and District Chairman. This form should also be kept on file by the head coach for reference purposes. If athletes

are added at any point during the season for varsity competition, a supplementary form should also be filled out, signed, and delivered.

The coach should check credits, age, 4 year rule, and transfer information to see if the athlete fulfills all eligibility criteria before placing them on this list. This should be completed and delivered before the first varsity contest.

**4. Transportation Request**

The coach must complete travel request at least one week prior or ASAP before the trip. The request must be approved by director of athletics and campus principal. The coach will communicate with transportation director in securing buses or vehicles to be used.

**5. Student Release Form**

If a student or students will miss school time, a list of those students with appropriate and complete information must be submitted to the campus principal within proper time request as directed by the principal. The coach should also notify the campus as to any changes that may occur as well.

**6. Maintenance Requests**

This form needs to be filled out when facilities need to be repaired or when services or required to prepare facilities for use. This form should be approved by the director of athletics and forwarded to operations.

**7. Student Forms**

Students and their parents are required to read and sign several forms and be placed on file before they are allowed to participate in any athletic practice or contest. The forms will include a medical examination form, information forms, consent forms, and rules acknowledgement forms. The coach should be vigilante in checking completion of these forms by their athletes. The athletic trainer will receive these forms and provide list of completion to the coaches periodically.

**8. Requisitions**

Coaches shall follow the requisitions procedure before expenditures are made or ordering of supplies. These requisitions must follow the steps of approval through the Director of Athletics and the Business Office before expenditures are made. Head coaches should be aware of budget status for their sport and utilize the budget in the best interest of that said budget.

## AWARDS

- A. **Limitation of Awards:** A participant school or member school district may give an award not to exceed \$70 in value to a student during that student's high school enrollment at the same school for participation in UIL interschool competitions listed in Section 480. Additional awards, not to exceed \$10, may be presented for participation in each additional interschool activity.
- B **Awards Students May Receive-** A student may not accept from any source other than the school attended or the school district, any award in money, product, or service for competing in an interschool contest except as follows:
  - 1. A certificate, medal, trophy or other symbolic award for participating in any UIL activity which counts on League standing, if it is given by the school.
  - 2. Scholarships for college or university enrollment if awarded after graduation from high school.
- C. **Letter Award Criteria for Qualification by Sport:** The following list of criteria by sport for letter award for a season of varsity participation in that sport is shown below. The coach and/or Athletic Director reserves the right to revoke any awards due to misconducts in academics, behavior, or rules violations.
  - 1. **Football:** A player must be a participating member of the varsity team in good standing at the end of the season. The player must have made a significant contribution to the varsity team as a member of that team or be a Senior, in good standing, that has been a part of the football program with the recommendation of the head coach.
  - 2. **Cross Country:** Competed as a varsity member in district, regional, or state contest or be a Senior, in good standing, that has been a part of the program with the recommendation of the head coach.
  - 3. **Basketball:** Be a member of the varsity team in good standing and/or make a significant contribution in post district play.

**4. Swimming and Diving:**

- 1. Participating in all required competitions.**
- 2. Meet all practice attendance requirements.**
- 3. Exhibit a proper attitude toward the program as determined by the coach.**
- 4. Score 10 or more points for the team during the regular meet schedule.**
- 5. Qualify for and participate in the regional meet.**
- 6. Senior may be awarded varsity letter for continuous participation in the program.**

**5. Track: Score at least 10 cumulative points, participating as a varsity member, during the regular track season. Score 1 point in the district track meet, or compete at the Area, Regional, or State Meet. Senior that has participated in program in good standing with recommendation of the head coach.**

**6. Tennis: He or she needs to play in and win a match as a varsity member in singles or doubles play in team tennis or individual district, regional, or state competition. A senior in good standing that has participated in the program with recommendation of the coach.**

**7. Golf:**

- 1. Any player who plays on the "A" team during district, regional, or state competition.**
- 2. Any player who finishes in the top five Andrews scores in district play.**
- 3. Any player who makes the All District team (top 10 scores for the district tournament)**
- 4. Any player who qualifies for the regional tournament.**
- 5. Any player who plays on the "A" team in at least 2 of the invitational tournaments.**
- 6. Special consideration may be made if a player has an injury or illness that prohibits them from meeting lettering criteria and has lettered in a previous year. (this determination will be made by the golf coach with the approval of the athletic director.)**

**Note: Player must finish the year in good standing with the team.**

**8. Baseball:**

1. Any player that is on the varsity and in good standing with the team and the coach for district play and the playoffs.

**9. Softball:**

1. Any player that is on the varsity and in good standing with the team and the coach for district play and the playoffs.

**ATHLETIC CODE**

**CONDUCT**

The Andrews athletic program will always uphold the highest of expectations from the athletes that choose to be Mustangs. Participation in athletics is a privilege and not a right therefore participation in this program will be governed by the highest of standards. Each and every participant are at all times a representative of the school, the community, their families, and themselves. It is important that each and every athlete commit themselves to never doing anything that would cause embarrassment to the program nor irreparable damage to the reputation of this school and community. This program will be more about producing lifelong productive members of society than competition itself. It is the goal of this program to equip our athletes with positive character traits that will assist them in life.

Athletes will abide by the following:

1. Never use profanity or language of disrespect.
2. Demonstrate respect for others at all times.
3. Be modest in victory and gracious in defeat.
4. Never use tactics of bullying or hazing.
5. Refrain from using social media avenues for purposes of entertainment or personal attacks of another person. Athletics and social media do not mix.
6. Be positive role models in the classroom at all times.
7. Be observant and compliant with all school and athletic policies in regard to hair regulations, dress code, tattoos, facial hair, and body piercings.
  - A. Male hair should be out of the eyes, off the collar, and not below the ear lobe. Unusual hair styles that draw attention to the individual are not permitted. (examples: pony tails, mohawks, multiple colors, designs cut into hair, etc.)
  - B. Female hair should not exhibit unusual coloration or radical cuts that draw attention to the individual.
  - C. Body piercings are not permitted on males. Females should not exhibit any body piercings other than the ear.

- D. Athletes shall not have any facial hair and sideburns should not extend below the bottom of the ear.
- E. Athletes are to follow school dress code and may be required to adhere to certain requirements when traveling.
- F. Athletes should keep tattoos covered at all times.

8. Athletes will abide by all training rules and regulations. Athletes should refrain from the use of tobacco, alcohol, drugs, and mind altering chemicals.
9. Athletes will be law abiding and avoid encounters with the law. (examples such as arrests, theft, vandalism, assault, sexual assault, etc. )
10. Athletes should always conduct themselves appropriately in public in regard to intimate relationships and avoid behavior that could be offensive to others. Athletes should always demonstrate good moral character.
11. Athletes should maintain good attendance records and never choose to be truant. Athletes should always remember education comes first.
12. Athletes should always demonstrate good sportsmanship at all times and never choose to use illegal or unethical tactics in competition.
13. Athletes will maintain a good record of attendance and participation in scheduled practices. Attendance problems could result in dismissal.
14. Athletes are to finish the sports they start and avoid quitting. If athlete quits a varsity team they will forfeit letter award and any other possible consideration for awards or honors of any kind. If the coach and athlete mutually agree that parting is best for all concerned then athlete may be dismissed from team without penalty. Athlete quitting a team without consent from that coach cannot begin participation in another sport without consequences. This decision will be agreed upon by all coaches involved and the Athletic Director.
15. If athlete becomes academically ineligible and fails to regain eligibility in two consecutive grading periods, he or she may be dismissed from athletics. Attitude and effort will be a major determining factor in this decision.

**CONSEQUENCES FOR VIOLATING TRAINING RULES**  
**(REFER TO #8, & #9)**

**First Offenders**

The athlete will be subject to suspension for a minimum of one week of normal contest for the current or next sport of participation. The athlete will be subject to disciplinary action determined by the coach of that sport. Seriousness of the violation will determine length of suspension and amount of disciplinary action.

### **Second Offenders**

The athlete will be subject to suspension for a minimum of two weeks of normal Contest for the current or next sport of participation. The athlete will be subject to disciplinary action doubled from first offense. Seriousness of violation could lead to indefinite suspension and possible expulsion from program.

### **Third Offenders**

The athlete will be removed from athletics for the remainder of the school year. Reinstatement will only be made possible from a decision of agreement by the athletic director, coaches, and the principal. Criteria for making that decision will be based upon the athletes:

1. Behavior and conduct since dismissal from athletics.
2. Performance and attitude in the classroom.
3. Material in personal file of the athlete.
4. Confirmation of trust by members of committee.

**THESE CONSEQUENCES MAY BE SUPERCEDED BY ACTIONS DEFINED AND SET IN PLACE BY BOARD POLICY (FNF) FOUND ON AISD WEBSITE**

### **UIL AND LOCAL PRACTICE / COMPETITION REGULATIONS**

#### **Holiday Restrictions & Guidelines** -

A school team shall not conduct contests, practices, use school facilities, personnel, or equipment during five consecutive days of the Christmas break. Teams may choose any five consecutive days, which include December 24<sup>th</sup> and 25<sup>th</sup>.

#### **Holiday Break Eligibility**

All students are academically eligible to participate in contests during any school break that is at least one week or more. The student is eligible once the dismissal bell rings to begin that break and remain eligible until classes resume.

#### **Wednesday Practices**

Coaches will make valid and sincere attempts to have practices concluded by 6:00PM on Wednesdays. There shall be no contests scheduled on Wednesdays without prior approval by the Athletic Director. Rescheduling district or playoff contests to be made up on a Wednesday will follow UIL protocol and regulations.

## Sunday

There shall not be any practices conducted or coaching instruction on Sundays unless exceptions are made for certain sports by UIL guidelines.

## Student Release

Coaches should ensure that all students have been picked up to go home after practices and games. Do not leave a student at the school alone waiting for a ride. Safety of the student is of utmost importance at all times. Release of a student after a contest out of town should be only to parent of the student and accompanied by a signed note. Do not release student to anyone other than the parent without administrative approval. Special circumstances should be referred to the Athletic Director or campus principal. Students should be required to travel with the team to the contest and strongly encouraged to return home with the team.

## OTHER UIL REGULATIONS

### Age Regulations (UIL section 440,446)

UIL guidelines state that no student shall participate in any UIL contest who has turned nineteen on or before September 1<sup>st</sup> of that school year. This means that a student athlete who becomes nineteen before September 1<sup>st</sup> is ineligible for competition in sports unless the UIL has approved any waiver or hardship situation.

Any Middle School student that is too old to participate at the middle school shall begin their first year of participation at the high school level if allowed in the program. Once a student begins their high school participation they are regulated by the four year rule unless the UIL has approved a waiver or hardship situation.

Once a student is enrolled in the ninth grade they have four years of eligibility in compliance with any and all UIL / TEA eligibility requirements. (UIL section 405)

### Amateur Rule (UIL section 441)

“No one shall take part in any UIL athletic contest that has received money or other valuable consideration for teaching or participating in any athletic sport, or game, or who in any game outside of contest played as a member of a school team or the UIL, or has competed on an athletic team with a paid player within the last twelve months, or has allowed their name to be used for promotion of any product, plan, or service.” The interpretation of this rule is complex. It is important that this rule be explained fully to all athletes, especially before the summer months. The coach should carefully read and understand these guidelines from the UIL site.

### **Attendance (UIL section 400)**

**"No one shall take part in this league who, is not a full time student, who at the time of the contest has not been a full time regular student in the school unit represented for 15 calendar days, or since the first day of the second week of the current school year; a pupil who enrolls after the first day of the second week is not eligible for 15 calendar days pending approval or appropriate paperwork."**

### **Changing Schools (UIL section 443)**

**A student athlete changing schools is not eligible for UIL contest whose parents (or legal guardian) reside outside the school district until he / she has been in attendance at the school district or the current school system for one calendar year prior to the contest.**

**If a student athlete changes schools whose parents (or legal guardian) have established residence in the current school district, a PAPF formed must be filled out, filed, and approved by the DEC before eligibility can be gained in conjunction with any and all UIL requirements.**

### **UIL Health Requirements**

**Students athletes must submit a physical examination form signed by physician, parent or guardian, and student that will be on file before the student athlete participates in any practice or contest. All student athletes entering the first year of middle school participation, high school participation, and preceding their 11<sup>th</sup> grade year of participation, shall be required to have a compete physical examination by a licensed physician. In other years of participation, the student will provide a completed and signed medical appraisal form. Students may also be required to have a physical examination based on certain answers to that form.**

### **Athletic Academic Eligibility Guidelines**

**Any student failing one or more classes at the end of the grading period or who did not start the year with the proper number of credits, shall become academically ineligible to participate in any UIL contest. The ineligible period starts either at the beginning of the school year or at the end of the school day one week from the end of the grading period. The student athlete will have the opportunity to regain eligibility one week after the three-week grading period or one week after the end of the current grading period if they are passing all classes.**

**Any student athlete that fails one or more classes for two consecutive grading periods may be subject to dismissal from athletics pending circumstances in association with the reason for failure. For a student athlete to be allowed back**

**into athletics, they must have become academically eligible and be recommended and approved by the Athletic director, coaching staff, and administration.**