

**ROUND ROCK
INDEPENDENT SCHOOL DISTRICT**

ATHLETIC HANDBOOK

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Introduction

Forward

This athletic handbook contains the basic procedures that guide the operation of the Round Rock Independent School District Athletic Department. All personnel associated with the Athletic Department shall read and be familiar with all guidelines in order to administer their specific aspect of the overall program in a proficient and proper manner.

Philosophy

It is the goal of the athletic program to offer the opportunity to participate for every student who has the ability and desire to do so. Participation is a privilege, not a right. Since it is a privilege, the coach has the authority to revoke the privilege when behavior expectations are not met.

Athletics provides wholesome opportunities for students to develop positive leadership habits and positive social and group interaction. The athletic program should always be consistent with the general objectives of the school district and have as its primary purpose the enhancement of educational opportunities for students and the development of well-rounded individuals, capable of taking their places in society. The athletic program contributes to school spirit and helps students develop pride in their school.

Coaching leadership shall be of the highest quality and provide athletes with examples of exemplary behavior. Sportsmanship, character, fair play, courage, and integrity must be major objectives of the athletic program.

Objectives of Athletic Participation

Objectives of athletic participation are:

- To strive for excellence that produces successful teams within the bounds of good sportsmanship.
- To ensure growth and development that increases the number of participants.
- To provide opportunities that allow students to learn to cope with problems and handle situations similar to those encountered in adult life and provide adequate and natural opportunities for:
 - physical, mental, and emotional growth and development.
 - acquisition and development of special skills.
 - development of commitments such as loyalty, cooperation, fair play, and other desirable social traits.

- directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship.
 - achievement of initial goals as set by the school in general and the student as an individual.
 - provisions for life long use of leisure time.
- To create a desire to succeed and excel.
 - To develop high ideals of fairness in all human relationships.
 - To practice self-discipline and emotional maturity to make decisions under pressure.
 - To be socially competent and operate within a set of rules. To respect the rights of others.
 - To instill good habits, sound morals, and exemplary citizenship.
 - To subordinate self-interest to team values.
 - To promote academic achievement and excellence.

Code of Ethics

An athlete's welfare should be of primary concern at all times.

The coach must be aware that he/she has a tremendous influence, either good or bad, in the education of the student athlete and shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances should condone their use.

The coach shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values.

The coach, working closely with cheerleaders, booster clubs, and administrators shall actively enhance sportsmanship among spectators.

The coach shall demonstrate respect and support of all contest officials. The coach shall not indulge in conduct which will incite players or spectators against opponents or officials. Public criticism of officials or players is unethical.

The coach shall not exert pressure on faculty members to give student athletes special consideration.

The coach shall not engage in the use of abusive language or actions in practice, games, or elsewhere in dealing with athletes. The use of profanity is not acceptable.

The coach shall not force athletes to specialize or restrict them from participating on other school teams. The coach shall not in any way attempt to “recruit” athletes to join a specific sport program at the expense of another school program, or advise them that by not doing so will affect their status and position on teams within their program.

Sportsmanship Expectations For Coaches

The RRISD Athletic Department is committed to teaching young people the value of good sportsmanship. The athletic department expects all coaches to adhere to this commitment and to practice good sportsmanship at all times.

The coach shall meet and exchange a friendly greeting, before and after a contest, with the visiting coach to set a positive tone for an event.

Coaches shall maintain poise and self-control under game pressure during athletic contests.

Coaches shall talk about expectations for good sportsmanship at their pre-season parent meeting.

Coaches shall guide booster clubs to promote positive enthusiasm for teams.

Coaches shall inform fans, workers, and/or officials that abusive behavior will not be tolerated in RRISD contests.

Coaches shall assist the announcer and Booster Club in educating fans of the UIL rules concerning crowd behavior at athletic contests.

Behaviors to Avoid

1. Using sexually explicit language or telling sexually explicit or off-color jokes in the presence of students

2. Displaying sexually explicit pictures or materials on school property
3. Engaging in excessively personal conversations in person, over the phone, by text, or any other means with students
4. Commenting on students' physical appearance including manner of dress and physical attributes
5. Physical contact or touching of students
6. Giving students rides home alone or in groups
7. One on one meetings with students off-campus
8. Dating students
9. Allowing for harassment, hazing, or bullying to take place
10. Texting students unless parental permission has been granted, and if granted; texts should only be professional and school related

Ejection from a Contest

Any RRISD coach that is ejected from a contest **must report the ejection to the Athletic Director no later than 24 hours after the ejection has occurred and will be suspended from coaching in the next scheduled athletic contest by RRISD athletic department policy. Continued violations could be grounds for removal from the coaching position in RRISD.**

Any RRISD student athlete that is ejected from a contest **will face suspension from part or all of the next scheduled athletic contest or contests as to be determined by the Head Coach and the Campus Athletic Coordinator.** Other disciplinary actions may also be imposed and will be determined on an individual basis by the campus athletic department.

UIL Athletic Codes

The University Interscholastic League is the governing body for public school interscholastic competition in Texas. Below are excerpts from the UIL Constitution and Contest Rules.

The Athletic Code and the Athletic Code for Coaches carry the force of rule; violation of the provisions of these codes will be subject to penalty.

1. Play the game in the spirit of fairness and sportsmanship, observing all rules, both in letter and intent.
2. Coach and sponsor the teams and individuals without resorting to unethical tactics, trickery which attempts to skirt the rules, or any unfair tactic which detracts from sound educational principles.
3. Accept decision of sports and school officials without protest, and without questioning their honesty or integrity, and extend protection and courtesy to sports officials from participants, school personnel, and spectators, remembering that officials are guests.

4. Regard opponents as guests, putting clean play and good sportsmanship above victory at any cost. Win without boast and lose without bitterness. Victory is important, but the most important thing in sports is striving to excel and the positive feelings it fosters between those who play fair and have no excuse when they lose. The development of re-creative aspects and positive human relation should be stressed in all competition.
5. Remember that conduct that berates, intimidates, or threatens competitors, based on gender or ethnic origin, has no place in interscholastic activities.

Coaching Responsibilities

The coaching profession has a tremendous amount of inherent responsibility as part of its job description including:

1. Responsibility to provide supervision of athletes and facilities to include gyms, locker rooms, showers, weight rooms, training rooms, storage areas, playing fields, and student pick-up areas
2. Responsibility to provide reasonable and adequate technique and skills instruction
3. Responsibility to provide adequate warnings of the inherent risks associated with participation in the sport
4. Responsibility to provide a safe playing environment at all times including during times of inclement weather
5. Responsibility to provide protective athletic equipment and teach athletes the proper use of the equipment
6. Responsibility to match and equate athletes according to size, age, gender, experience and skills
7. Responsibility to evaluate players for physical conditioning and injuries and take actions to treat injured athletes
8. Responsibility to provide “reasonable care” and medical assistance until qualified medical personnel arrive....this includes traveling with emergency cards, having a plan for transporting injured athletes, having a plan for getting emergency vehicles to the area, and having a cell phone for emergency use
9. Responsibility to provide safe transportation which should involve using district vehicles in almost all situations, rental vehicles would be the next option, and private vehicles the last option and only with written consent of parents
10. Responsibility to provide a sport specific handbook to players and parents and obtain a signed acknowledgement page of their understanding and receipt of the handbook
11. Responsibility to exhibit a high degree of coaching proficiency and professionalism along with displaying personal qualities consistent with being a professional educator

Certifications

All coaches employed in the RRISD shall be

- Rules Compliance Program certified each year (UIL Gateway)
- CPR/AED certified every two years
- First Aid certified if serving as a Head Coach
- CDL Licensed (annual physical required)(contractual for new hires)
- Concussion Training certified every 2 years as UIL required
- UIL Safety Training information must be seen and shared with all athletes annually

All coaches must have on file a notarized UIL Professional Acknowledgement Form, and beginning in 2008 any new coach to the profession must complete the NFHS Fundamentals of Coaching Course prior to their participation as a coach. Coaches should keep the original certification in a safe place and make a copy to submit to their Athletic Coordinator who will send to the athletic office annually.

Coaching Contracts and Stipends

Coaches in the RRISD are on a dual contract which requires coaches to perform satisfactorily in both the academic and athletic assignment. A resignation of either position of the contract will constitute a resignation of both parts of the contract. High school coaches are paid a stipend for their athletic assignment based on the position's extended days calculated by adding the practice days (3:1), competition days, and organizational and meeting days together. A stipend daily rate is then applied at \$35 for a head coach and \$25 for assistant coaches. Middle school coaches are paid a per-sport stipend for each sport coached. Further information regarding coaching stipends is available in the Athletic Director's office.

Professional Development and Coaching Clinics

The RRISD Athletic Department believes in continuing education. The annual district meeting for all coaches is required. Regular attendance at district meetings, clinics, and other opportunities is imperative. Membership should be maintained in professional organizations, coach's associations, and similar groups to aid in professional growth. The following guidelines help coaches meet their professional development:

- Campus Principal must approve school time missed prior to registering for a clinic/conference/championship event. The HS Head Coach and his/her top assistant will be funded to attend state tournaments and/or championship events.
- High School coaches will be given an expense allowance to help pay for attending the THSCA or TGCA clinics during the summer. (Out of state not supported by athletic department.)

- Head coaches may attend one summer clinic and one more in their sport if funds are available. Assistant coaches may attend one clinic per year at district expense if funds are available. Expense allowances are \$400 for the HS Campus Coordinator and \$250 per coach per clinic towards:
 - Registration: paid by RRISD; Payment/Travel Request MUST be filled out completely with specifics about the clinic (where, when/dates, cost, etc.) attached before traveling in order for registration to be mailed and/or to receive reimbursement.
 - Meals: Meals for clinics and contests attended in Austin area are not covered.
 - Lodging: maximum of \$85.00 per day (at least three coaches to a room)

Travel

All travel arrangements for individuals or groups staying overnight must be made with the District Travel Coordinator (Kim Chappius). The first step is to seek and receive approval for the trip from the Principal and the Athletic Director by using the Employee Travel Request and Approval Form which must be submitted to the District Travel Coordinator. The next step is to fill out the Travel Request Information online form located at www.roundrockisd.org/index.aspx?recordid=75&page=3413 and submit to the Travel Coordinator. For questions please email or contact Kim Chappius (512-464-6952)

Grooming and Dress Code

Coaches should always dress professionally. Shorts and t-shirts are acceptable in gyms or on practice fields, they should not be worn in the classroom. Shorts are appropriate for coaching outdoor sports at the sub-varsity level and for some outdoor sports such as soccer or softball at the varsity level. Coaches of indoor sports, particularly varsity sports should be dressed in collared shirts, long pants (slacks) or dresses. Men are encouraged to wear a shirt and tie to present the most professional look at indoor contests. Caps or hats should never be worn during an indoor athletic contest.

Round Rock ISD will furnish coaching attire, the quantity and style of which is to be determined by the Athletic Director, Athletic Coordinators, and head coaches. This apparel is to be worn only when performing coaching and/or instructional responsibilities. This is the “uniform” and coaches are to wear their uniforms only at practices and games.

Changing Jobs

In order to avoid any staff or intra-RRISD concerns over job searches by coaches the following protocol shall be followed by all as a means of ethical and professional practice. A coach shall inform his/her athletic coordinator and principal prior to initiating

contact with another school. Any head coach or athletic coordinator desiring to speak with a RRISD coach at another campus about a job opening, shall first call the affected school's appropriate coordinator before initiating contact with the employee. In addition, all district required paperwork and processes must be adhered to regarding in-district transfers by employees. Any deviation from these procedures shall be considered unethical and unprofessional and could result in disciplinary action.

Financial Policies and Responsibilities

Funds collected and raised by a student group are to be expended for the direct benefit of the student group. Fund-raising activities will not conflict with the instructional program. The money raised by student groups shall be held by Round Rock ISD in a trustee capacity. The coach is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from activity accounts.

Coaches Financial Responsibilities

The coach/sponsor of each team is responsible for managing his/her respective Campus Activity Fund and maintaining adequate financial records of these funds.

"The educator shall honestly account for all funds committed to his/her charge and shall conduct financial business with integrity." (Principal 1, Standard 2 of the Code of Ethics and Standard Practices for Texas Educators, State Board for Educator Certification)

The coach is responsible for ensuring that money is not overspent, causing a negative balance in their respective account, or lost due to carelessness, theft, or fraud on the part of the coach. If this occurs, the coach can be required to reimburse the negative balance or lost funds.

The responsibility also includes, but is not limited to, developing fund-raising plans, monitoring the financial position of the activity fund, reviewing the accuracy of their account's monthly financial report from the Administrative Associate, and the safeguarding of activity fund money until it is deposited. If a discrepancy should arise between the coach's records and the Administrative Associate's records, the coach should work to resolve the problem. If a coach feels that the circumstances warrant, one of the RRISD Accountants should be contacted to help resolve the issue. (Accurate financial records on the coach's part ensures self-protection should any discrepancy arise.)

Coaches financial records will be subject to review during the annual internal audit of the school's activity funds. As a part of each internal audit, a limited number of club/organization sponsors will be asked to confirm the accuracy of the Administrative Associate's records and the ending balance in the fund. They will be asked to respond to various questions regarding procedures being used, and provide any necessary comments.

Purchasing

Please refer to the District's Financial Information Resource Manual: How To Make A District Purchase (<https://www.roundrockisd.org/index.aspx?page=1457>) for an overview of purchasing procedures.

A Purchase Order should be used to ORDER all merchandise when using District or Student Activity Funds. (Please Note: Round Rock ISD policy CH (Local) states: "Persons making unauthorized purchases shall assume full responsibility for all such debts.")

All Forms/Purchase Orders/Activity Fund Disbursements Vouchers/Etc.

All head coaches of each sport will be responsible for all purchases pertaining to their sport... Request for Advance Funds Form (Team Travel / Entry Fees) or the Request For Athletic Event Fees Form (Middle Schools), etc.

Each head coach should have the "Request For Purchase Order Form" saved as a word document for the purchase orders needed throughout the year. The head coach is responsible for completing the "Request For Purchase Order Form" and submitting it to the Campus Coordinator who will then send it to the Athletic Director for final approval. If approved, the athletic department will place the order. Reminder, coaches cannot place an order by phone or other means, only the district athletic department may place a Purchase Order.

Under no circumstances is a coach allowed to phone in an order to a vendor without an approved PO number, or request delayed billing. Anyone who places an order and receives it without a processed purchase order will be personally responsible for the expense. All equipment, uniforms, etc. must be ordered through the purchase order process.

The purchase order process:

- The head coach determines what he/she wants to purchase.
- Consult RRISD Active Contracts List for your sport to find the item's vendor. (For any single item over \$5,000, three (3) quotes are required even if the vendor is on BuyBoard)
- All PO Requests must be sent electronically, and current prices must be used. If in doubt the campus should contact the vendor and verify. The "Request for

Purchase Order” should include all information needed to place the order including specific instructions regarding lettering on items, sizes, quantities, and shipping costs.

- Submit a “Request For Purchase Order Form” to the appropriate campus athletic coordinator for review, if approved the campus coordinator will send it electronically to the Athletic Director for final review and approval.

Activity Fund Disbursement Vouchers are for activity fund purchases under \$500. Purchases over \$500 will require a purchase order. All requests for disbursements must have prior approval from the principal or his/her designee. Contact campus administrative associate to determine best purchasing method for disbursement requests.

If it is necessary to reimburse an individual for school related expenditures, the maximum out-of-pocket expense for a one-time purchase is \$250. Prior to making the expenditure, the sponsor must receive written approval from the principal. Activity Fund Disbursement Vouchers and receipts should be forwarded to the administrative associate for processing.

Contact campus administrative associate for further activity fund disbursement procedures.

Sole Source is an item that is only available from one source due to the existence of a patent, copyright, secret process or monopoly. Any attempt to purchase outside of the RRISD Active Contracts List by using “sole source” as reasoning, must have prior approval from the Athletic Director. If the purchase is approved the vendor selected must be listed under the RRISD Sole Source Vendor List. If the vendor is not listed, a Sole Source Request application should be completed by the vendor and submitted to the Purchasing Department for approval.

Request For Quotations

Three (3) quotes shall be required for any single item purchase over \$5,000, and all quotes must be secured from vendors listed on the RRISD Active Contracts List. A Quote Summary form must be submitted to the assigned purchasing buyer to request a quote number. This number must be added to the Request for PO form.

Fund Raising

Athletic programs in the RRISD shall be allowed to engage in a maximum of two, fund-raisers with the approval of the athletic coordinator, campus principal and Director of Finance. Coaches should always keep in mind the demands that fund-raising puts on the students and the community, and be careful to get maximum benefit to the program from funds raised. No fundraiser should be undertaken which does not allow at least

30% - 50% of the funds raised to remain with the school. Coaches shall adhere to the following:

- A fund-raising activity is defined as any activity that involves the participation of the student body or a school-recognized student group undertaken for the purpose of deriving funds for a school or school-sponsored group.
- Coaches must complete a campus Fund Raising/Sales Activity Application Form prior to the beginning of the fundraiser, and the fundraising recap section of the application at the conclusion of the fundraiser. The Principal must approve the fundraiser before it can be undertaken.
- All fundraising proceeds must be placed in the campus safe on a daily basis. No funds should ever leave the campus.
- During fund-raising activities where students are selling merchandise, school district personnel are responsible for collecting these funds from the students to hold in a trustee capacity. All funds collected by school district personnel from students are defined as student activity funds and must be handled through the student activity funds account and deposited daily.
- Raffles are to be conducted only by organizations with a 501(c)(3) status. Raffles are not allowed for any activity fund accounts.
- Coaches should keep a detailed record of the amount of proceeds collected for each fundraiser and the amount of disbursements for merchandise, prizes, etc. in order to determine the net profit of each fundraiser. This information is recorded in the fundraising recap section of the Fund Raising/Sales Activity Application form and must be completed within four weeks of the ending sales/activity date.
- All invoices must be paid within 30 days after they have been received.
- Students participating in fundraising activities may be awarded a maximum of \$50 for top sales. Cash prizes may not be deducted from a deposit. Prizes should be awarded directly from the fundraising vendor or through the campus administrative associate. Tangible objects such as electronic equipment or other prizes are valid awards/incentives for fundraising activities.
- Students are not allowed to participate in booster club fund-raising activities.

Activity Fund Deposit Procedures

Step One: Fill out Tabulation of Monies Collected form. Club name, club number, description, circle yes or no to state if deposit is taxable. List each check/cash payment individually and/or attach receipt documentation. Complete currency/coin breakdown, total deposit and sign your name as Sponsor.

Step Two: Write in activity fund club number in the memo section of each check.

Step Three: Submit Tabulation of Monies Collected form, currency, coins and checks to administrative associate. Currency must be verified in the presence of Coach/Sponsor and administrative associate. After verification the administrative associate must sign the Tabulation of Monies Collected form and will prepare the deposit slip.

Contact campus administrative associate for further deposit procedures.

High School and Middle School Athletic Game Deposit Procedures

Step One: Fill out the cash tally sheet. Top portion is for currency, bottom portion for coin. Sign where it says “Deposit Prepared By”. Have another individual count the currency and sign where it says “Deposit Verified By” . Add currency, coin, and checks and write in the total at the bottom, and be sure to stamp “for deposit only” on the back of all checks.

Step Two: Fill out the deposit slip. (Operating deposit slip only account is #00214-087-297-8) Write in the currency total only under “currency” at the top of the deposit slip. Write in the coin total only under “coin” at the top of the deposit slip. List each check separately under the check portion of the deposit slip. Add currency, coin and check and

write in the total at the bottom. Write in the correlating revenue budget code under the Bank of America insignia and the school involved. (ie: home team vs. visiting team).

<u>Athletic Revenue Codes (by sport)</u>			
Baseball	198 4 R5752.62	Golf	198 4 R5752.53
Basketball	198 4 R5752.63	Gymnastics	198 4 R5752.54
Football	198 4 R 5752.52	Soccer	198 4 R5752.55
Swimming	198 4 R5752.56	Softball	198 4 R5752.68
Track/CC	198 4 R5752.58	Tennis	198 4 R5752.57
		Volleyball	198 4 R5752.60

Step Three: Fill out the Armored Transport bag. At “customer name” write in RRISD. At “store/ location” write in your campus name. In appropriate box write in the cash, coin, check, and total amounts. In appropriate boxes, check one deposit type.

Step Four: Fill the bag. Place the white copy of the deposit slip and the white copy of the cash tally sheet in sleeve of deposit bag. Place the currency, coins and checks in deposit bag. Only one deposit per bag. Seal the bag and attach the numbered strip to the yellow copy of the deposit slip.

Step Five: Send the original gate ticket sales report and home contest report along with the yellow and pink copies of the deposit slip, yellow cash tally sheet, and the TASO pay sheet to the Athletic Office. Make copies for your own records.

Step Six: Take sealed deposit bag to your campus office and fill out the Armored Transport log book with your deposit information. . Under “Bag Number” write number off of deposit bag (last 4 digits). Under “Description” write athletics – cash or athletics – cash/checks. Fill in the dollar amount. Write your initials left of bag number. Remove bar code label from log book and attach to deposit bag.

Step Seven: Have the authorized personnel secure your deposit in the safe for the next scheduled armored courier pick up.

*****In accordance with district policy deposits are to be made on a daily basis*****

Return Check Collection

Individuals with outstanding returned checks must pay cash or money order to the contracted collection company. The campus should not collect for returned checks. The collection company will contact the checkholder directly for payment. Handling charges for returned checks will be \$30.00 plus applicable sales tax.

Documentation

The following are acceptable forms of documentation for disbursement from all Round Rock ISD Funds, including Campus/Student Activity Funds.

- ORIGINAL vendor's invoices. (Note: Monthly or other periodic statements rather than the invoices they reference ARE NOT acceptable.)
- Itemized sales slip or cash register tapes from teachers or other employees for items purchased with their own funds. (Note: Credit card statements and the customer copy of UNITEMIZED charge slips are not adequate supporting documentation. This includes restaurant receipts that are not itemized).
- Certified original of the above documents, signed by the vendor or his employee, NOT the sponsor or other RRISD employee.
- Group Receipt Form with the student's signatures verifying that they received the funds.
- A list of students by name (for payment of dues or entry fees), provided that the check is made out to an organization, company, or school and NOT to an individual.
- A letter from the purchaser requesting a refund for items that were either damaged or not received during a fund-raising event. The letter must list the item(s) and the price paid, along with proof of payment.

Sales Taxes Exempt Organization

RRISD is exempt from sales taxes when proper purchasing procedures are followed, the District will NOT reimburse employees for sales taxes paid on individual purchases – even if they are for use by the District.

The sales tax exemption derives from the special status of the District; therefore, the Round Rock ISD tax identification number **CAN NOT** under any circumstances be used by employees, parent groups, booster clubs, patrons, or other organizations to secure exemption from sales taxes.

Purchases by an Exempt Organization

The purchase, lease, or rental of a taxable item is exempt from tax when:

- The item is directly related to the educational purpose of the school;
- The item remains school property and ownership does not pass to an employee, student, or other individual;
- The school or employee pays for the item; and
- The vendor is provided with a Texas Sales and Use Tax Exemption Certification or Purchase Order issued by the district.

Purchases by Students and or Parents

The purchases by students and parents for tangible items are considered taxable sales, i.e. sale of t-shirts.

Tournament Fees/Entry Fees

All tournament fees shall be requested through the athletic secretary on campus as soon as possible. Include the documentation/invitation for the tournament with the date, place, time, cost, and host. The secretary must know to whom the check should be made payable. Request for funds should be done as soon as the information about a tournament, overnight stay, or post district competition is received/scheduled.

Allow, at least, two (2) weeks notice to process checks to either hand carry or be mailed so that it will be received before the tournament.

Management of Home Contests

A gate box is required at all home contests. The athletic secretary or campus secretary is responsible to ensure that the gate box is ready for all home contests. The gate box must include start up money, tickets for adults and students, pen or pencil, and the Home Contest Report and Gate Ticket Sales Report. The athletic secretary should fill out this report prior to the contest. Ticket colors should change with each home contest.

A gate keeper is required for all home contests and should arrive at the specified time prior to the start of the contests. The Athletic Coordinator or Head Coach of each sport is responsible for securing the gate keeper. The duties of the gate keeper include: arriving early and securing the gate box from the head coach or athletic coordinator, signing in on the Home Contest Report, getting all other workers (clock or book) to sign the Home Contest Report, setting up in a designated area for ticket sales, selling tickets until the agreed upon time, and returning the gate box to the administrator on duty. The pay scale for a gate keeper shall be \$20 for one game, \$35 for two games, or \$40 for three games.

Clock and book workers are paid \$15 for one game, \$25 for two games, or \$35 for three games. All tickets must be torn before giving the ticket buyer their portion of the ticket.

Gate receipts must be deposited the day following a home contest. The original Home Contest Report and the Gate Ticket Sales Report must be completed and sent by inter-office mail along with the officials pay sheets or cards to the athletic director's office the day following the contest. Copies of this paperwork should be kept at the campus level by the MS coach or the HS athletic secretary.

It is the head coach's responsibility to get the officials pay sheet or card before the start of the contest. If the officials do not have a pay sheet or card the Home Contest Report may be used and can be found with the gatekeeper. The information must include their complete name, social security number, complete mailing address, and the number and level of the games worked (subvarsity or varsity).

Game Administrator (Administrator on Duty)

In all UIL varsity contests there shall be a game administrator on site who must be a coach (other than the game coach), a teacher, or a school administrator. It is recommended that there also be a game administrator for sub-varsity contests. The game administrator is responsible for meeting with officials prior to the contest, informing the officials of the location of the game administrator during the contest, assisting the officials in discouraging unsportsmanlike conduct among fans, players, and coaches, providing an escort for officials from the contest to their dressing rooms or cars if requested, reporting any incidents to the appropriate school officials (home or visitor) and the Athletic Director, and providing a written report of any severe misconduct to the Athletic Director for follow-up with the UIL or DEC within two (2) days. (verbal abuse, physical contact, or ejections)

Security will be provided for all varsity contests and middle school football games. Requests for security for other contests may be submitted and considered on an individual basis.

Meals & Lodging

All meal and lodging fees shall be requested through the campus athletic administrative assistant. The RRISD will only pay for meals or lodging at district expense for teams advancing in the state playoffs. For meal money, provide the roster of athletes, managers, and coaches who need meal money and the number of meals. A completed and signed Group Receipt Form must be turned in to the athletics administrative assistant within a week of returning, along with any unused money. For lodging, the reservation confirmation must be attached to the payment voucher made payable to the hotel. The itemized hotel receipt must be turned in to the athletics administrative assistant within a week of returning.

Tax exempt forms will be included with travel checks for meals and lodging. These forms must be presented at the time of payment. Failure to do so could result in the coach being personally responsible for payment of taxes. Note: meals are not exempt for sales taxes for cash payments made by individuals. Meals are only exempt if there is a district check made payable to the restaurant.

Beyond District (Post-District) Travel

Beyond District travel is for any team or individual who advances to the state playoffs by qualifying during the district play. This **does not** include warm-up games. All expenses for post district travel shall be requested by the campus.

Transportation requests must be filled out as soon as the team qualifies for the next level of competition. Head coaches must contact the Athletic Director's office for assistance in securing travel arrangements and meal monies if applicable. Meal money will only be provided for trips over 50 miles or with the approval of the Athletic Director for beyond district contests. The amount allocated shall be \$7 per meal for each participant.

Financial Procedures for Athletic Tournaments and Meets

- A. All athletic tournaments, meets, etc., sponsored by a Round Rock ISD team/organization must have the prior written approval of the campus Athletic Coordinator and Principal. In addition, it must be placed on the Round Rock ISD facilities use calendar maintained by the office of Energy Management.
- B. All revenue (entry fees, gate receipts, concession stand receipts, etc.) and expenses associated with these events must be accounted for in the appropriate sub-account in the Round Rock ISD campus activity fund.
- C. Expenditures:
 - 1. A purchase order must be used to order all merchandise.
 - 2. The coach sponsoring the event is responsible for securing the officials, game help, custodians, and security officers for the tournament and for preparing the necessary Payment Vouchers and/or Supplemental Pay Requests and must be given to the campus Athletic Administrative Associate within 3 days after the event in order that vendors, contract employees, and RRISD employees are paid in a timely manner.

This handbook is a brief overview of District policies and procedures, it is not intended to be a complete guide. The RRISD On-line Financial Information Resource Manual (FIRM) is the recommended source for financial policies and responsibilities.

RRISD Chain of Command

1. Board of Trustees – is the ruling agency for the district and is responsible for interpreting the needs of the community and requirements of the organization.
2. Superintendent of Schools – responsible for administering the schools according to adopted policies by the Board of Trustees, the Texas Education Agency, and in accordance with UIL rules and Texas school codes. The Superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions, and businesses. Is ultimately responsible for all phases of the public school program. Delegates authority for the administration of the athletic program through the Principal and Athletic Director.
3. Principal – is the official representative of the school and is directly responsible for being the official representative in dealing with UIL matters pertaining to the school. Is closely involved with the operation of the athletic program.
4. Athletic Director – responsible for the administration and supervision of the interscholastic athletic program in the high schools and middle schools. Provides day-to-day leadership necessary for operation of the athletic department. Prepares the athletic budget.
5. Head Coaches – responsible to the Athletic Coordinator of their campus for the total operation of their respective sports programs. Will carry out the duties described in their job description, and/or any other duties delegated by the Athletic Director, Principal, or Athletic Coordinator. Strictly enforce eligibility rules.

Chain Of Command

Administrative Organization of Athletic Department

1. Athletic Director
 - a. Director of the athletic program. Responsible for all athletic coaches in the district and their assignment in regard to promotion of the overall program.
 - b. Responsible to the Chief of Schools and Innovation.
2. Assistant Athletic Directors
 - a. Responsible for assisting the Athletic Director in directing athletic programs.
 - b. Specifically involved in stadium and facility oversight along with middle school athletic program supervision and oversight of cheerleading, Health, and Physical Education.
3. Campus Athletic Coordinator
 - a. Responsible for coordinating the athletic program and the supervision of all coaching personnel in the high school and middle school feeder programs under his/her direction.
 - b. Authorized to assign coaches under his/her supervision to all in-service meetings and other duties relating to the successful operation of the program.
 - c. Responsible to Athletic Director and Campus Principal.
4. Assistant Campus Athletic Coordinator
 - a. Responsible for assisting the Campus Coordinator in all campus athletic programs to include supervision of coaches and event oversight.

- b. Responsible for assigned oversight of purchasing practices and providing input to appropriate hiring's and other campus athletic activities in the absence of the Campus Athletic Coordinator.
- 5. Head Coach of Each Sport
 - a. Responsible for his/her particular sport and assistant coaches under his or her direction.
 - b. Responsible to Campus Athletic Coordinator, Principal, and Athletic Director.
- 6. Head Coach Middle School
 - a. Responsible for coordination of athletic programs and supervision of coaching personnel in his/her school.
 - b. Responsible to Principal, Athletic Coordinator, and Athletic Director.
- 7. Assistant Coach High School and Middle School
 - a. Responsible to carry out duties assigned by the Head Coach of his/her sport and the Athletic Coordinator.
 - b. Responsible to Principal, Head Coach, and Athletic Director.
- 8. Athletic Trainer
 - a. Works with the Head Coach of each sport as assigned by the Athletic Director and or Campus Athletic Coordinator.
 - b. Responsible to Campus Athletic Coordinator, Principal, and Athletic Director.

Procedure for Handling Athletic Requests and Problems

1. All coaches shall initiate each request or discussion of a problem pertaining to athletics with the Athletic Coordinator of his or her school.
2. Coaches should report to the Head Coach of their program first, then to the high school coordinator.
3. The request or problem may then be referred to the Athletic Director or High School Principal by the Athletic Coordinator if the subject requires additional attention.

Coaches Evaluations

Coaches' evaluations shall be completed at least 45 calendar days before the last day of scheduled instruction so that all contractual commitments can be finalized for current employees. Evaluations assess the strengths and areas of improvement which guide the employee in his professional growth. Evaluations should be thorough and include documentation of needed growth areas. Only a fair and honest evaluation can benefit the coach and the evaluator.

Eligibility

Eligibility for UIL Participants for the First Six Weeks

UIL participants are eligible to participate in contests during the first six weeks of the school year provided the following standards have been met:

- Students beginning grade nine and below must have been promoted from a lower grade prior to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.
- Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.

Exception: High school students transferring from out-of-state may be eligible the first six weeks of school if they meet the criteria cited above or school officials are able to determine that they would have been eligible if they had remained in the out-of-state school from which they are transferring.

RRISD Transfer and Movement Policy

As per FDB (REGULATION) “A high school student who transfers or moves from one attendance zone to another will be ineligible for varsity competition in UIL school-sponsored athletics in the receiving high school for one year from the date of entry into the receiving school.” The one year wait will also be applied again should the student transfer back to their home campus or transfer to another school in the district, or have their transfer revoked for any reason. Transfer to an IB Program is an exception to this rule. (2014)

Eligibility Standards

According to UIL standards, students are eligible to represent their school in interscholastic activities if they:

- Have not graduated from high school.

- 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.
- 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.
- Were not recruited.
- Are not in violation of the awards rule.
- Meet the specific eligibility requirements for athletic competition.
- Are less than 19 years old on Sept. 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year.
- Live with parents inside the school district attendance zone their first year of attendance.
- Have not moved or changed schools for athletic purposes.
- Have not violated the athletic amateur rule – students may not accept money or other valuable consideration (wearable, saleable, or usable items) for participating in any athletic sport during any part of the year. Athletes cannot allow their names to be used for the promotion of any product, plan, or service.
- Were eligible according to the fifteen day rule and the residence rule prior to district certification.
- A foreign exchange student must receive written approval from the UIL Foreign Exchange Waiver Officer for varsity athletics.
- Students shall have not violated any provision of the summer camp rule – Incoming 10-12 grade students shall not attend a camp in which a 7-12 grade coach from their school district attendance zone works with, instructs, transports, or registers that student in camp.
- Students who have participated in athletics at another school since the eighth grade which is not a feeder school to the student's present high school, must have a PAPF form approved by the District Executive Committee on file in order to participate in varsity athletics.

Eligibility for All Extracurricular Participants After First Six Weeks of the School Year

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) may not participate in extracurricular activities for three weeks. An ineligible student may practice. The student regains eligibility after seven calendar days following a grading period or the three school weeks evaluation period when Interim Grade Reports (IPR) or Report Cards indicate that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted.

All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of each grading period. Students who pass remain eligible until the end of the next grading period. All coaches are responsible for obtaining official grade reports before a student represents the school.

RRISD provides an annual UIL Calendar. Further explanation includes:

- All students are eligible during a school holiday of a full calendar week or more.
- If a grading period or three school week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (spring break, winter holidays) the seven calendar day grace period to lose eligibility or regain eligibility begins the first day that classes resume.
- Students lose eligibility for a three school week period. For purposes of the law, “three school weeks” is defined as 15 class days. Exception: One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a “school week” for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday, and Friday.
- A student who receives an incomplete grade in a course must have the incomplete grade changed during the 7 day grace period, or the student shall become ineligible at 4 p.m. on the 7th day following the end of the grading period. Students are expected to clear Incomplete Grades within the 7 day grace period. The principal may extend the time for make-up work to be submitted should there be extenuating circumstances that prevent the student from completing the work within the 7 day grace period. Such circumstances include additional medical need, family emergency, etc. If the student is in attendance he/she must clear the Incomplete within the 7 day limit.
- The UIL defines calendar week as 12:01 am on Sunday through midnight on Saturday, and the school week is defined as beginning at 12:01 on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.
- Middle school eligibility standards are found in the Middle School Section of this manual.

Advanced Courses for Possible Waivers

High School students who fail an “advanced” course with a grade between 60 and 69 may apply for a waiver which will allow them to continue to participate in extracurricular activities. Such a waiver may be granted only one time per semester in one class, and may also be used at the three weeks progress report time to restore eligibility. The request for a waiver must be initiated by the student, and must have parent and coach approval. The teacher of the course must provide information regarding the student’s satisfactory participation in class activities, including tutoring opportunities. The principal shall make the final determination on the approval or disapproval of the waiver request. Courses for which a waiver may be requested are as follows:

- Advanced Placement (AP), Pre-AP, Pre-AP Tag, and AP TAG courses
- International Baccalaureate (IB), Pre-IB, Pre-IB TAG, and IB TAG courses
- High School/college concurrent enrollment classes included in Part One of the Community College General Academic Course Guide manual in the following areas:
- English Language Arts

- Mathematics
- Science
- Social Studies
- Economics
- Languages other than English

Extracurricular Absences

RRISD Board Policy provides that no distinction shall be made between absences for UIL activities and absences for other extracurricular activities. A student shall be allowed, in a school year, no more than ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition.

****This section on eligibility does not include all eligibility standards. It is the responsibility of all coaches to be familiar with all the UIL requirements. Additional explanation of eligibility requirements can be found in the *UIL Side By Side* publication, or the *UIL Constitution and Contest Rules*.****

Team Guidelines and Organization

Season Planning/Scheduling

Head coaches shall submit the proposed schedule for the following year for approval to the Campus Principal and Athletic Director no later than 3 months following the conclusion of their season.

RRISD varsity teams may attend 3 tournaments per UIL rule, while subvarsity teams may attend 2, and middle schools may travel to one out of district tournament.

Games shall be scheduled within a 100 mile radius of Round Rock. Teams wishing to schedule games outside of the 100 mile radius shall get prior approval from the Campus Principal and the Athletic Director before making any scheduling commitments, and the sport's campus activity account will be responsible for all costs related to the trip. Head coaches are expected to submit the following season's schedule no later than 3 months following the conclusion of the current season. Any trips beyond 100 miles for consideration should occur only when no school time is missed (holidays or prior to start of school in August). The only expenses covered by the District for trips over 100 miles are entry fees for a tournament if applicable.

All schedules must be approved by the Athletic Coordinator, Principal, and Athletic Director before finalizing. Once the schedule is finalized, send copies to the Athletic Coordinator, Athletic Director, Principal, and Athletics Administrative Assistant. Approved schedules should be put on **Rank One** prior to the beginning of the season.

Approved schedules for all teams shall be submitted to the Campus Athletic Associate and the Athletics Administrative Assistant to appear on district websites.

Student Athlete Handbooks

Prior to the first game of the season the Head Coach in every sport shall hold a parent meeting to discuss program specifics and to share its handbook. The handbook should include but not be limited to the following: (Also see Participant Handbook Checklist Addendum)

- Philosophy and Objectives
- Eligibility Regulations
- Locker Room and Equipment Regulations
- Transportation Regulations
- Rules Concerning Changing Sports
- Vacation or Missing of Practice/Games Policy
- Conduct and Grooming
- Discipline Policy
- Due Process
- Warning Statement(regarding risks associated with participation)
- Acknowledgement of Understanding and Receipt Return Page

Other Practice Considerations:

- Complete pre-season planning well in advance of starting date.
- Submit schedules to your Athletic Coordinator and the athletic office for approval as soon as established.
- All practices shall be scheduled in advance. Practices before, during or after school do not need the approval of the athletic office. Night practices shall be scheduled only with the athletic office approval.
- Make sure all facilities are ready on time for games, matches, and meets. Coaches are responsible for all items used at HOME sites.
- Before making any schedule change, contact and receive approval from the Athletic Coordinator. On gaining approval, immediately contact the athletic office. It is the Head Coach's responsibility to inform athletes and parents.
- After approval for changes and/or if a game gets cancelled, the Head Coach must contact his/her coordinator, athletic secretary, and/or front office, Principals, Athletic Director's office, Transportation, the Athletic Trainers, and the Round Rock Leader. If it is a home game, you must also contact Mario De La Rosa (Security), and the Booster Club.
- Other than approved tournaments, no games shall be scheduled during school hours or during selected school holidays as determined by the Superintendent.
- Varsity teams shall have priority in scheduling facilities. However, such priority shall not have the effect of dominating the facility to the detriment of other sports.
- In-season sports shall have priority over off-season sports.

- Avoid scheduling tournaments or games on Professional Development (PD) days.

Pre-Season Checklist

- Extracurricular Handbook for Athletes
- Eligibility List sent to District Executive Chairman
- All required paperwork properly signed and on file
 - a. Physical form
 - b. Emergency cards
 - c. Acknowledgement of Rules, PAPF's
- Transportation Requests – Submit requests for **all** events, include budget code
- Prepare roster for travel itinerary. Must include: ID numbers, phone numbers, and class
- Check practice area and equipment to be certain it is ready to use
- Meet with parents

UIL Safety Training Requirement (Senate Bill 82)

Each year every athlete must be shown and provided information regarding sudden cardiac conditions, CPR, concussion and neck injuries, heat, hydration, asthma, nutrition, lightning and safety, and communicable diseases. The athletes must sign a SB 82 roster and this verification must be kept on file by the Athletic Trainer. The UIL will update this information each year and it should be provided to the athletes in the form of a power point. **It is the responsibility of each head coach to make sure that all athletes in his/her program have received this training every year.**

Game/Practice Guidelines & Restrictions

The coach must exercise reasonable care in matching athletic participants for practices, and other competitive situations. Always consider size, age, gender, skill/experience, or other incapacitating conditions.

Squad Selection

1. Participant requirements prior to first practice:
 - a. All eligibility requirements have been satisfied.
 - b. Completed physical examination form.
 - c. Completed emergency medical cards.
 - d. Completed medical history.
 - e. Completed illegal steroid acknowledgement form.

2. Practice Policies

- a. Practice sessions should be well planned and well structured.
- b. Coaches should be the first to arrive and the last to leave the practice sessions. At no time are athletes to practice without supervision.
- c. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be cleaned and secured.

We want as many student athletes as possible involved in programs during the athletic season. Various factors limit sizes of teams in individual sports. **The tryout period should be a minimum of six (6) hours and not to extend beyond ten (10) hours.** Cutting athletes should be done in the most compassionate manner possible. Care and consideration should be given to the feelings of each athlete.

Procedure:

- When a squad cut becomes a necessity, the coach shall talk with each player individually. Athletes should be personally informed of the cut by the coach and the reason for the action.
- Cut lists are not to be posted.
- Coaches will discuss alternative possibilities for participation in the sport, or other areas of possible participation.
- If a coach anticipates difficulties arising as a result of squad selection, he/she should discuss the situation with the Athletic Coordinator.

Practice Restrictions:

All coaches must abide by the UIL rules concerning start of practice dates, holiday restrictions, and the 8 hour rule. Coaches who have preseason practices outside the school year shall not engage in more than three hours of practice on days when one practice is conducted. Athletes shall not engage in more than five hours of practice activities on those days during which more than one practice is conducted. The maximum length of any single practice session is three hours.

On days when more than one practice is held, there shall be at a minimum, two hours of rest/recovery between the end of one practice and the beginning of the next practice. During this time there can be no practice activities at all. The following count as practice activities: on field/court practice, sport specific skill instruction, and mandatory conditioning. The following do not count: meetings, weight training, film study, water breaks, rest breaks, injury treatment, and voluntary conditioning.

There shall be no practices held on Sundays and designated holidays. Coaches shall confer with Principals for restrictions on the day before, and during STARR testing, and during professional development days. Coaches shall refer to the UIL Constitution and Contest Rules for other specific restrictions relating to their sport. Other practice considerations include:

STARR Testing – State Board of Education

A school may not schedule an extracurricular activity or a public performance to occur on the day immediately preceding or evening immediately preceding the day on which the administration of the STARR test is scheduled for Grades 3-12.

Practice During Final Exams and STARR Testing

STARR intervention takes priority over practice. RRISD policy regarding practice during the STARR testing period; all athletic practices will end by 6:00 p.m. and students must be off the campus by 6:30 p.m. on the day prior to a STARR testing day. Practice during the week of final exams shall be limited to teams whose sport is in season and must conclude by 6:00 p.m. the day before an exam.

Extracurricular Activities During Final Exams

For grades 7-12 there shall be no school-sponsored extracurricular activities scheduled the day before or during final examination days in the fall and spring semesters, except those of advancing state playoff teams. Care and consideration should be taken to avoid conflicts whenever possible.

Practice During December and on Sundays

Athletic teams may not practice, use school facilities, personnel, or equipment during five consecutive days of December. Schools may choose any five days which include December 24, 25, and 26. Athletic teams may not participate in school activities, practice, or teach any plays, formations, or skills, watch film, or hold team meetings on Sundays.

Inclement Weather (See Appendix Page 66) Athletic teams will not travel during periods of inclement weather (ice or flooding) unless or until district route buses are on the road. Athletic Director along with district officials will make this determination.

If lightning is nearby, suspend play and direct participants to go to a designated safe shelter. Never stand under or near a tree; stay away from utility poles and light poles, antennas, towers, metal bleachers, and underground watering and electrical systems. Wait approximately 30 minutes after the last flash of lightning before resuming play.

Student Travel/Transportation

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. All athletes travel and return with the team unless previous arrangements have been made to do otherwise. (This should be strongly discouraged.) An exception may be made if the student's parent or guardian presents a written request to the coach. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. Coaches shall not allow students to ride to and from contests or practices with other students. All students being transported in private cars must have a request from parents on file with the Principal and Head Coach.

Athletes must dress properly on all trips. Coaches must monitor athlete behavior while traveling to and from events. Persons not employed by the school district are not allowed to travel, eat, or room with teams unless they are an official team sponsor. After a trip, coaches shall not leave school until all students have departed.

Bus Request/Transportation (Questions call 512-428-2450)

All trip requests must be filled out at least two weeks prior to the date of the trip, so that the trip can be properly processed and all district users can be accommodated.

All requests for transportation are to be made on the Field Trip System; all information on the request must be filled in and be sent to the Athletic Coordinator if the request is less than 100 miles one way. Requests greater than 100 miles must be approved by the Principal and Athletic Director prior to scheduling.

A suburban can be reserved for a small number of passengers. It should be requested as far in advance as possible (i.e. State, Regional, Trips).

Use school transportation to move students. Use of private transportation requires permission of the parent or guardian.

Bus emergency evacuation must be taught to students traveling in buses. Coaches should make sure that buses are returned in the same condition as when the trip started.

Suburbans

RRISD suburbans may be reserved if you are taking 8 passengers or less. To secure a district suburban follow the same procedure as you would to secure a bus but choose "suburban" and follow the same procedures as the bus requests.

Charters

Charter buses may only be used with the Athletic Director's approval. The District will only pay for charters in beyond-district play with the Athletic Director's approval. Contact the Athletic Office with the destination, date and time of competition, and approximate time of return.

Commercial Driver's License

The RRISD strongly encourages coaches to obtain a CDL License and drive buses to athletic contests. The district will provide training opportunities and pay costs associated with the initial license. Coaches who believe they are unfit to drive a bus must submit documentation to the Athletic Director. Coaches shall be paid \$25 for trips inside of Williamson or Travis County, and \$50 for trips outside of Williamson or Travis County .

Overnight Trips

Varsity teams may have only one overnight trip; and only with the Principal and Athletic Director's approval in advance. No **sub-varsity groups** may take overnight trips. All expenses come from the sport's activity account. All overnight accommodations and travel need to be arranged by the coach in coordination with the District Travel Agent. A Purchase Order Request Form is required in advance for accommodations with a copy of the quote from the hotel. The hotel quote, along with the purchase order request form is required **two weeks before travel**. All overnight trips will require a male and a female full-time employee who serve as chaperones when a team consists of both male and female athletes.

Team Discipline and Appeals

Coaches shall have the authority to discipline athletes under their care for actions detrimental to the team, which may include suspension, probation, or removal from the team and program. Coaches shall use the RRISD Extracurricular Student Handbook to guide their decisions. Athletes shall be informed of the reasons for their suspension or dismissal, and be allowed to appeal the decision should they choose to do so.

An appeal should be considered by appropriate school personnel on the basis of:

1. variation from printed policy, administrative procedures, regulations or rules and standards for membership and participation in athletics.
2. failure to establish reasonable documentation that the student's conduct/behavior has violated the standards for suspension or removal from athletics.
3. failure to give the student/parent due process (notice of the facts being alleged) about the conduct/behavior and opportunity to refute the charges.

Students and parents who wish to appeal should have their concerns heard, and when possible, meet informally with the coach and/or the Athletic Coordinator. Should the student choose to go through the formal grievance process; he/she should contact the Campus Principal and follow the procedures outlined in FNG (LOCAL) available on the RRISD website.

Quitting a Sport

There will be times when an athlete finds it necessary to quit playing a sport before, during, or after the season. The following should be followed in order to quit a sport:

- The athlete should talk to the coach. The coach should ask for a note from the parents indicating they are aware of the decision.
- The student may need to be placed into a Physical Education class in order to complete the credit begun in athletics or stay in the athletic period until such time as a schedule change can occur, which could be the next semester.
- All equipment issued must be returned or paid for.
- It shall be the coach's decision whether to allow that student to return to the sport in the future.
- An athlete shall not join another sport until the end of the season of the sport he/she has quit.

Medical Guidelines / Procedures/Physicals

All students in a competitive sports program must satisfy the UIL Medical History and Physical Examination Requirements. These must be kept on file in the trainer's office (high school) or coordinator's office (middle school). Parental Permission Forms must be completed, signed and kept with the physical forms. Emergency Cards must be signed and returned to head coach.

Coaches are held to a standard of “reasonable care.” Coaches are held accountable for administering first aid until qualified medical personnel arrive.

RRISD Injury and Medical Policy

- The Head Coach and Athletic Trainer will see that proper training equipment is available at each practice and contest.
- Each injury should be checked on no matter how slight.
- All serious injuries including concussions or ambulance call-outs should be reported to the Athletic Director.
- Coaches and/or trainers should advise parents if a student needs professional medical assistance.
- When possible, require injured players to watch practice.
- Hot weather practices should have sufficient water breaks to restore lost body fluids.
- Emergency cards for emergency admittance at the hospital should be available to the Head Coaches at all times.
- A team physician should be present at all varsity football games.
- All athletes must have a current physical examination on file before participating. Athletes must have a new physical once each calendar year.
-

Student Accident Insurance

- All athletes and their parents should be made aware that the school district **does not** provide accident athletic injury insurance for student athletes. The District does carry a catastrophic insurance policy to provide some coverage for major injuries. This coverage is secondary to any other medical or accident insurance that the student may have. The catastrophic accident policy has a \$25,000 deductible. The student/parent is responsible for the deductible. It is strongly recommended by the athletic department as well as the Round Rock Independent School District that each athlete provides his/her own insurance. Accident insurance can be purchased either through a company identified by the school district or through a variety of companies available in the state.
- To file a student catastrophic accident insurance claim, contact the Round Rock ISD Safety & Risk Management Department at 512-464-5454.

Injuries

All injuries should be reported to the coach or trainer. If a student suffers an injury that requires the care of a physician, the student must have a release from his/her physician before resuming practice or competition.

Heat Considerations

Coaches should be mindful of problems that can arise in workouts during the hot summer months. Each campus should have a psychrometer and heat index to aid in making practice decisions. It is the coach's responsibility to educate athletes about proper nutrition and hydration, especially during the hot summer months of August and September. Coaches should allow athletes to remove helmets and/or clothing as necessary to protect them during practices held during the hot summer months. All athletes should undergo a period of acclimation to help reduce the negative effects of heat during hot weather workouts. Football players are required by UIL rule to go through the first four days of summer workouts in shorts, t-shirt, and helmet only, regardless of when they join the team.

Proper hydration is essential in protecting athletes and maximizing their performance during hot weather. Coaches should make fluids available at all times during practice and should monitor athletes to make sure they are consuming enough fluids. Athletes need to consume more than the eight cups of water per day normally recommended for proper hydration, and extra salt may be needed on meals.

Monitoring Athletes

Coaches should observe athletes frequently and carefully before, during, and after practice. Coaches should be aware of the signs for heat related problems. These include, but are not limited to: irritability, confusion, belligerence, hyperventilation, refusal to drink, staggering, headache, dizziness, unusual fatigue, heat flush, cramps, tingling fingers, nausea, vomiting, weakness, rapid pulse, profuse sweating, drowsiness, high temperature, or collapse. Any of these symptoms should be taken seriously, and referred to the Athletic Trainer. Treatment should include rest in a cool shaded area, drinking of fluids, loosening or removing of clothing or equipment, and in the case of high temperature or collapse, immediate cooling and the seeking of emergency medical treatment.

RRISD Hosted Tournaments

Coaches must submit a copy of all varsity tournament brackets to the Athletic Director. The individual sport is responsible for using the tournament as a fundraiser and must run all monies through the sport's activity account. Be sure to plan for all expenses including officials, trophies, food, drinks, and workers pay. Entry fees, admission, and concessions may be used to offset expenses as well as donated items or time.

Athletic Equipment

It is important to emphasize to all athletes their responsibility to take care of school equipment and facilities and to report any abuses to their coach or the Athletic Coordinator.

- Athletic department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches.
- School district athletic equipment will not be loaned to outside groups except with the approval of the Athletic Coordinator and Athletic Director in unusual circumstances.
- For liability reasons, use of school equipment by non-school groups is discouraged and in all cases where this practice is implemented a liability release is needed.

Each Head Coach is directly responsible for the care and control of equipment used in his/her program. The Head Coach is ultimately responsible for the security of athletic equipment issued to all team personnel.

The purchase of all uniforms must have the approval of the Athletic Director and shall be limited to the approved school colors unless approved by the Athletic Director. Uniforms and equipment furnished by the school belongs to RRISD. Athletes will be responsible for all equipment issued to them. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly. The coach will collect this money and turn it into the Athletic Office.

An efficient method for issuing and keeping records of equipment is an essential factor in athletic management, in order that equipment may be preserved and the expenses for such items are kept to a minimum. Respect for and care of property should be one of the lessons that are derived from athletics.

Periodically, coaches shall inspect equipment and facilities during the season. Deactivate unsafe or defective equipment.

Laundry

The Athletic Coordinator at each campus shall set up a laundry schedule to meet the need of his/her campus. Each Head Coach is responsible for the cleanliness and neat appearance of his/her team. Students shall not take game uniforms home to be laundered. Head Coaches must check the laundry room regularly for cleanliness, and to help reduce the possibility of infection. Students shall not operate laundry equipment at any time.

Collection and Storage of Equipment

Coaches are responsible for collecting all equipment which is issued to players during the year. Coaches shall collect uniforms and other equipment on the day of their last contest. The Head Coach or trainer shall supervise the collection, inventory and storage of all equipment issued within his/her sports program. If any equipment is lost or has abnormal usage, the athlete will be charged replacement costs. All equipment should be cleaned, repaired, and then stored in a cool, dry place.

Inventory

The Head Coach or his/her designee (not a student manager) shall be responsible for keeping an accurate perpetual inventory record and for taking an annual physical account of the equipment used in his/her sport, including middle school equipment for that sport. Items listed for discard are to be gathered and stored until arrangements have been made with the Athletic Director for verification of final disposal.

The inventory forms are to be filled out in triplicate by the coach, with a copy kept by the Head Coach, Athletic Coordinator, and the Athletic Director.

Inventories and End of Season Reports in all sports will be due in the Athletic Director's Office no later than 3 weeks following the conclusion of the season.

Equipment Needs

A list of major equipment requests or improvements must be submitted in writing to the District Athletic Office in January with justification for the request. The Athletic Director will compile budget recommendations.

Sale of Uniforms

Athletic uniforms that are purchased with budgeted general funds are owned by the district. When equipment and materials are no longer of any use to the district, there is an obligation to maximize any resale or salvage value of the equipment and materials.

The sale or disposal of any uniforms needs to have the approval of the Athletic Director, Chief Financial Officer or Superintendent of Schools. Board approval may be required.

RRISD New Uniform Budget Rotation – Every Three Years As Follows:

<u>Year</u>	<u>RR</u>	<u>WW</u>	<u>Mc</u>	<u>SP</u>	<u>CR</u>
2013-2014		Boys BB	FB		Girls BB
2016-2017	Volleyball	Girls Track	Boys Soccer	Girls BB	Girls Soccer
2019-2020		Softball		Boys Track Baseball	
2014-2015	FB	FB		FB	Volleyball
2017-2018	Boys BB	Girls BB	Girls BB	Girls Soccer	Boys Soccer
2020-2021	Girls Soccer Boys Track Softball	Girls Soccer Boys Track Baseball	Girls Soccer Girls Track Baseball	Girls Track	Boys BB Softball
2015-2016	Girls BB		Volleyball	Volleyball	Football
2018-2019	Boys Soccer	Volleyball	Boys BB	Boys BB	GirlsTrack
2021-2022	Girls Track Baseball	Boys Soccer	Boys Track Softball	Boys Soccer Softball	Boys Track Baseball

Middle Schools

2013-2014	Volleyball Tops, 100 FB Pants, 5 Helmets (M)
2014-2015	VB Tights, FB Uniforms, BB Uniforms, Track, Soccer
2017-2018	Football
2018-2019	Volleyball Tops (2023-2024)
2019-2020	Basketball Uniforms (2024-2025)
2020-2021	Soccer (2026-2027)....Football (2023-2024)
2021-2022	Track (2028-2029)

ROUND ROCK ISD UNIFORMS BY SPORT

SPORT	HIGH SCHOOL UNIFORM – Varsity teams only	MIDDLE SCHOOL UNIFORM – 8th Grade teams only
BASEBALL	Home & Away Jersey & Pants; Belt; Stirrups/Socks; Jacket; Undershirt (Mock Turtle Neck)	N/A
BASKETBALL, BOYS	Home & Away Jersey & Shorts; Shooter Shirt & Pants	Home & Away (Dark & White) Shorts; Jersey; Shooter Shirt & Pants
BASKETBALL, GIRLS	Home & Away Jersey & Shorts; Shooter Shirt & Pants	Home & Away Jersey & Shorts; Shooter Shirt & Pants; Plain Socks
CROSS COUNTRY	Shirt; Short; Warm-up top & bottom	Shirt; Short; Warm-up top & bottom
FOOTBALL	Home & Away Jersey & Pants; Under Armour; Game Socks	Home & Away Jersey; Pants
GOLF	2 Polo Shirts; Rain Gear (Pant & Jacket)	Polo Shirt; Set of Sweats
POWERLIFTING	Blast shirt & Squat Suit; Warm-up top & bottom	N/A

SOCCER, BOYS	Home & Away Jersey & Shorts; Socks; Warm-up top & all weather bottom; Undershirt (Mock Turtle Neck)	Home & Away Jersey; Shorts; Socks; Warm-up top & bottom
SOCCER, GIRLS	Home & Away Jersey & Shorts; Socks; Warm-up top & all weather bottom; Undershirt (Mock Turtle Neck)	Home & Away Jersey; Shorts; Socks; Warm-up top & bottom
SOFTBALL	Home & Away Jersey; Pants or shorts; Warm-up Jacket; Belt; Stirrups/Socks	N/A
SWIMMING	Swimsuit/Jammers; Swim Cap; Meet Parka	N/A
TENNIS	Home & Away Shirt/Short/Skort; All-weather Warm-up top & bottom	N/A
TRACK	Singlet or top & shorts; Warm-up top & bottom	Top & Shorts; Tights; Set of Sweats
VOLLEYBALL	Home & Away Jersey & Shorts; Warm-up Jacket	Home & Away Jersey & Shorts; Set of Sweats; Socks
WRESTLING	Singlet; Head Gear; Warm-up Top & Bottom	N/A

Facilities

Supervision – Coaches are responsible for supervising gyms, locker rooms, shower rooms, weight rooms, training rooms, storage areas, and playing fields. Coaches must always exercise reasonable care in the supervision of athletes at practice or in games.

Safe Playing Environment – Coaches should regularly inspect the playing environment and report safety issues to campus coordinators and/or the Athletic Director.

Facilities Usage

- Coaches/campuses may not allow anyone to use their keys at any time or allow use of facilities without following RRISD procedures.
- RRISD facilities are to be used by RRISD students under the supervision of RRISD employees in their official capacity.
- In order for any outside group to use our facilities, they must be rented using the process outlined by Energy Management or the Athletic Director's office. Direct interested parties to Glenn Rhoden at 512-464-5110 or Lisa Ingalls at

512-464-5111 for inside facilities, and to the Athletic Director for Dragon or Kelly Reeves Stadium.

- Campus rentals for non-profits (baseball, softball, and turf stadiums) are handled by the Campus Athletic Coordinator.
- Any questions should be directed to the Athletic Director.

Athletic Facility Summer Usage

RRISD facilities such as the HS gyms or weight rooms may be opened for the use of the home campus students. The facilities may only be open Monday thru Thursday and should follow a posted schedule. A high school coach or athletic trainer must be present at all times to supervise the facility and ensure the safety of the students. A coach may not engage in “actively coaching” the students, but may offer encouragement and/or give proper advice regarding weight room safety and procedures. As per UIL rules, no attendance record may be kept. Anyone other than a home campus student who tries to enter the facilities should have checked in through the school’s main office. Coaches should report the expected summer hours to Glen Rhoden or Lisa Ingalls to avoid conflicts with outside rentals.

Work Order Procedures

Work orders should be submitted through the work order system by the campus secretary or the principal on campus assigned to campus maintenance issues. Work orders should be placed for needs such as painting, plumbing, fields, and other facility maintenance issues. If a diagram needs to be attached to a work order to offer specific information it can be emailed to Maintenance_Department@roundrockisd.org. Coaches should not email requests to individuals in the maintenance department, but rather use the work order system. If there is an emergency during school hours the maintenance department can be contacted at 512-464-8340, or after hours the emergency number is 512-464-4444 or 512-563-9807. Questions can be directed to Ann Vance at 512-464-8345.

Minor Construction Projects

To expedite the process of requesting work in school facilities above and beyond what would be considered the normal maintenance request, a Bulletin 1 must be filled out and submitted for review. The definition of a normal maintenance request includes such

items as repairs to a light fixture, reporting a plumbing leak, replacing a broken window, etc. The definition of a minor construction project request is:

1. Any project that alters the current condition, physical appearance, and/or building function (such as painting, adding a wall, enclosing a space, construction of a device inside of a classroom, adding/changing floor types, etc.)
2. Any project that requires the addition of building components, such as power outlets, data outlets, etc.
3. Any project to be performed by forces outside of District personnel (such as Booster Clubs, outside vendor installations, donated items requiring power/data/furniture, etc.).
4. Any project with an estimated cost of \$500.00 or more, using either outside forces or in-house maintenance.

This review process is necessary to ensure that there are no violations of life, safety, and building codes or with compliance with the Americans with Disabilities Act access issues.

Instructions for completing a Minor Construction Project Request:

1. Contact the Athletic Director with all details related to the project and seek permission to move forward with the project.
2. Requestor should ensure that he/she includes in the description all requirements needed for additional power and/or data. Also include in the description any project that may not need additional power/data but will be using existing power/data to support campus needs.
3. Give this request to the Principal for review.
4. The Principal will then need to submit a Bulletin 1, which is the district's standard form for coordinating approval of school projects.
5. Because this process may take a few weeks, please allow enough time for review when submitting the project request. Proceeding without prior approval is subject to the project being rejected and requiring removal.

Media/Media Releases

Each coach is a representative of the RRISD Athletic Department. It is the personal responsibility of a coach to maintain good relations with the faculty, parents and general public, and to create a favorable picture of the athletic program.

It is the responsibility of the Head Coach of each sport to see that athletic results are provided to the *Round Rock Leader* and/or the *Austin American Statesman*. Every effort should be made to cooperate with news media requests. When reporters are not present to cover an event, the Head Coach or designee shall call as soon as possible after the

event. The media may provide forms which can be filled out and faxed back for sub-varsity events. This must be given prompt attention.

All information regarding the school district's policies concerning the athletic program and personnel shall be released through the Athletic Director's office.

Coaches must always be mindful of the power of the spoken word, and choose words carefully when responding to questions from the media. Keep comments positive and brief, and never discuss student injuries.

Media Contacts

Round Rock Leader –
512-318-4922 Fax 512-251-6221

Austin American Statesman – Rick Cantu
512-445-3600 Fax 512-445-3868

Scouting

Coaches of team sports below the varsity level may be assigned to scout future opponents of the varsity team. Prior approval from the Principal will be necessary when class time is to be missed.

Scouts should verify with the varsity coach the day before the game the exact time and site, along with information to be gathered. All scouts should arrive a minimum of 30 minutes prior to game time. Scouts may also exchange or pick up video tapes.

Travel expenses will be reimbursed at the rate of .50 cents per mile. Scouts may use a RRISD suburban if available, or use their own vehicle, and submit to the Athletic Coordinator at the high school an Employee Travel Request and Approval Form with the mileage attached using the MapQuest mileage guide website for his signature and approval. For scouting trips over 100 miles coaches may seek permission from the Athletic Director to use a rental vehicle if a RRISD suburban is not available, instead of using their own vehicle. Meal requests will be honored for travel over 60 miles on the Employee Travel Request and Approval Form. Meals will be reimbursed for the amount

of the meal, up to a maximum of \$7, not to include tax or gratuity. Itemized original receipts must be turned in. A credit card receipt will not be accepted. Submit an original receipt for other expenses, such as parking charges. The Employee Travel Request and Approval Form must be turned in within seven days of the scouting, and must include the teams scouted, location, date of game, and the RRISD high school for which the scouting took place.

Officials

Officials for high school and middle school contests will be secured by the Head Coach of individual sports. The officials from each sport bring their own chapter form with the information to be paid with them to the game they are assigned. This official's card or sheet must be turned in to the gate keeper.

Officials are our guests; and any mistreatment of them could result in severe penalties. Officials' fees will be UIL approved for all high school contests and approved by the Athletic Office for all middle school contests.

Awards

All awards to students for participation in extracurricular activities or organizations must meet criteria set forth in the individual activity/organization's guidelines, as established by the coach and approved by the appropriate district-level official. Awards must be in accordance with UIL guidelines. Athletes who quit or are eliminated from activities in or out of season, give up all rights to honors or awards which she/he has earned, but not yet received. Head coaches may add additional requirements if necessary. Coaches should make all athletes aware of the requirements for lettering in their sport. The following minimum standards should apply to all sports: represent the varsity for 50% or more of the season, complete the season as a member in good standing on the varsity, competing in district level varsity competition, and be in compliance of all UIL rules. Student athletic trainers may receive a letter jacket after serving for two (2) years or be a senior. Middle school athletes will be given a certificate to recognize their participation at the end of the school year.

Banquet Guidelines

A banquet may be held after the close of a season to recognize players and build rapport. School athletic teams are limited to no more than one post-season meal or banquet per sport, per school year, and it must be given by a non-profit organization and approved by the school. Banquet favors or gifts are considered valuable consideration and are a violation if they are given to a student-athlete at any time. The coach should estimate the number of guests in order to have a Purchase Order issued for food, whether held in a RRISD facility or off campus. The Purchase Order for the food must be from an approved vendor found on the caterer bid sheets.

At least three weeks before the event invite the Principal(s), Athletic Director, Superintendent, and School Board members to attend your banquet.

The coach shall double check names, grade level, and jersey number of each player.

It is very important that the campus maintain an accurate accounting procedure during the ticket selling process. Tickets are to be sold ahead of time for the banquet. The secretary has a form for the accounting department and auditors.

At the banquet:

- Thank everyone who helped with the season.
- Keep comments about the season brief and positive.
- Make sure every varsity player is introduced by name.
- Comments about each player should be brief and positive. Keep most comments for seniors.
- Be positive.

Comments to Avoid

- Talking about the past (coaches or players).
- Predictions about the future.
- Anecdotes not appropriate for a more formal awards ceremony.
- Talking about other teams or other schools on any level.
- If you plan to resign from your coaching position, please do not announce this at the awards night.

Post Season Checklist

- All equipment collected, cleaned, and properly stored.
- End of Season Report and Inventory is complete and on file in the athletic office within 15 days after season's completion.
- Team room is clean. All players have removed locks and cleaned out lockers.
- Athletes who have not turned in their equipment have been contacted.
- Written evaluations for assistant coaches submitted.

Summer Camps

Summer athletic camps are considered an extension of RRISD athletic programs and offer the opportunity to work with younger students of the district to promote the positive aspects of athletic participation. The following guidelines and procedures apply to all RRISD sponsored camps:

1. All summer camps must be approved by the campus Athletic Coordinator, the Principal, and the Athletic Director. No camps shall be advertised until approval has been granted. The cost for all camps shall be \$125. (HS S&C shall be \$135)
2. Camps must have a brochure with all pertinent information listed including fees, dates, times, and a RRISD waiver of responsibility. Each brochure must be approved by the Athletic Coordinator and Athletic Director. (Campus sponsored camps run through the activity account)
3. The Athletic Department will generate the camp registration form for RRISD district camps.
4. No camp shall run longer than 4 days (16 hours).
5. A coach may run two camps during the summer if different age groups are targeted, and permission has been received from all of the above.
6. Camp information will be posted on the district web site, and also be given to the *Round Rock Leader* and other district campuses.
7. Only Head Coaches (middle and high school) may sponsor athletic summer camps.
8. All money collected from district camp participants will be deposited by the Athletic Office. Campus sponsored camps must deposit and pay for all expenses through their activity accounts. Receipts should be given for any cash accepted.
9. One individual, (camp director) will receive pay at the rate of \$35 per hour for organizing and overseeing the daily running of the camp. All other workers will receive up to \$25 per hour for their work. All pay will be limited to the total number of hours printed on the brochure.
10. Total disbursements for any camp, including payments to vendors, coaches, and other camp workers cannot exceed the total receipts for the camp. If total disbursements are found to exceed the total receipts, the camp director shall be responsible for reimbursing the Athletic Activity Account for the shortage.
11. The camp director shall maintain an accurate list of all students participating in the camp, and method of payment.
12. Should a coach choose to sponsor a camp on an individual basis, he/she may do so by renting district facilities through either the Athletic Director or Energy Management. All rental fees and insurance requirements would then have to meet RRISD rental policies, but the above listed policies and procedures would not apply. The rental will then be considered to be not sponsored by the RRISD, and as such the RRISD assumes no risk or liability associated with the camp.
13. Summer strength and conditioning camps as allowed by the UIL shall also follow the preceding policies, except that they shall operate beyond the four day limit, but in compliance with all UIL stated policies.

Booster Clubs

Role of the Superintendent

The Superintendent is solely responsible for the entire UIL program. All school activities, organizations, events, and personnel are under the jurisdiction of the Superintendent. Booster clubs must work within a framework prescribed by the school administration.

Written Policies

Booster clubs shall develop and annually review policies to cover:

1. administrative approval before beginning projects
2. meeting planning and publicity
3. election of officers
4. taking, distributing and filing minutes
5. proper interaction with coaches through the lines of authority
6. sportsmanship code
7. support of the school regardless of success in competition
8. educational goals of competition

Relationship With School

All meetings are open to the public. Booster clubs do not have authority to direct the duties of a school district employee. Minutes shall be taken at each meeting and kept on file. Periodic financial statements itemizing all receipts and expenditures shall be made to the general club membership and kept on file.

Club Finances

To comply with the RRISD policy GE (LOCAL), school support organizations are to file a financial statement on or before Nov. 1st of each year. This report should be sent to the Business Office and include beginning cash balance on Sept. 2nd of the prior year, listing of revenue and expenditures by major categories, and closing cash balance on Aug. 31st of the current year. Details regarding equipment purchases such as the cost of the item and the serial number should be provided for insurance purposes.

Money given to a school cannot be earmarked for any particular purpose. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the school to use at its discretion. Fund-raising projects are subject to state law. Fund-raising activities should support the educational goals of the school and should not exploit students. Individuals who actively coach should serve in an advisory capacity to the booster club and should not have control or signature authority over booster club funds.

Coaches' wish-lists shall have received prior approval from school administration before submission to boosters. Coaches may not accept more than \$500 in money, product, or service from any source in recognition of or appreciation for coaching. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift. **(RRISD policy limits employees to no more than \$50 for recognition or appreciation)**

Club Restrictions

Booster clubs cannot give anything to students, including awards. Schools must give prior approval for any banquet or function given for students. All fans, not just booster clubs should be aware of this rule. Athletic booster club funds cannot be used to support athletic camps, clinics, private instruction, or any activity outside the school. Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These donations are often made to cover the cost of commercial transportation and to cover costs for out-of-town meals. It would be a violation for booster groups or individuals to pay for such costs directly, which would then violate the athletic amateur rule. The penalty to an athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation.

Student athletes are prohibited from accepting valuable consideration for participation in school athletics – anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable. RRISD allows student athletes to accept, from their fellow students, small “goodie bags” that contain candy, cookies, or other items that have no intrinsic value and are not considered valuable consideration. Yard signs, not purchased or made by the individual player’s parent, must be returned after the season. Individual parents need to purchase their own child’s food, and may not provide food or other items of valuable consideration for their child’s teammates.

Valuable Consideration Acceptable

1. Pre-season: Teams may be given no more than one pre-season meal, per sport, per school year such as a fish fry, ice cream supper, etc. provided it is approved by the school and given by a nonprofit organization, usually the booster club, before the team plays in its first contest. It may be given after a scrimmage.
2. Post-season: School athletic teams are limited to no more than one post-season meal or banquet per sport, per school year, and it must be given by a nonprofit organization and approved by the school. Banquet favors or gifts are considered valuable consideration and are a violation if they are given to a student athlete at any time.

Valuable Consideration Unacceptable

Examples of items deemed to be valuable consideration and thus a violation of this rule include but are not limited to:

1. meals, snacks, or snack foods during or after practices
2. parties provided by parents or other students strictly for the athletic team
3. anything that is not given or offered to the entire student body on the same basis that it is given to or offered to an athlete

Gatherings of school athletic teams at parents' or patrons' homes require each athlete to contribute equally to any food or refreshment. The burden of proof will be on the athlete, his or her head coach and the school if these occasions are questioned. No overnight lodging or sports instruction or practice is permitted.

**** For further information regarding booster clubs, see the UIL website.****

Middle School Athletics

All middle school coaches are expected to work with high school coaches to develop athletic programs that allow for an orderly, smooth, and successful progression from middle school to the high school program.

High school coaches are expected to give proper direction to middle school coaches within the high school feeder pattern. Middle school coaches may be requested to assist high school coaches in certain areas including, but not limited to, scouting, filming, organizing meetings with middle school student athletes, etc.

General Middle School Eligibility Requirements

- Is a full-time student in grade seven or eight at the school the student represents.
- For seventh grade competition have not reached their 14th birthday on or before Sept. 1.
- For eighth grade competition have not reached their 15th birthday on or before Sept. 1.
- Are sixth grade students too old to participate the following year.
- Seventh and eighth grade students too old to represent the eighth grade team may participate on the high school's sub-varsity team, if local rules allow.
- Have not repeated the seventh or eighth grade for athletic purposes. A student, who repeats the seventh or eighth grade for athletic purposes, shall be eligible for only two consecutive years in seventh and eighth grade competition, after the first enrollment in the seventh grade.

- A student held back one year in the seventh or eighth grade for athletic purposes shall lose his fourth year of eligibility after entering the ninth grade. A student held back for two years for athletic purposes shall lose his third and fourth year of eligibility after entering the ninth grade.
- Middle school students are not eligible to receive a waiver for any HS advanced course taken on the middle school campus per RRISD policy.

Scheduling

The RRISD middle school district will be made up of our ten (10) middle schools. Teams will compete for district titles based on the schedule developed by the Athletic Director.

The Athletic Department will develop the schedules for all middle school athletic contests in the spring of the school year prior to the contests. All principals and coaches will be provided a schedule before the end of the school year in May.

Limitations of Awards

Awards to individuals – A participant school may not give and a student may not accept awards for participation in interschool competition in excess of \$10 per year (total for all UIL school activities). A student may accept a symbolic award in recognition of his/her achievement in an interschool contest if it is given by the organization conducting the contest (e.g. / all- tournament awards, ribbons, plaques and medals).

Composite or Combined Teams

Students will represent their middle school campus. Combined or composite teams are not allowed.

RRISD Participation Rules for Football:

Each grade level will have two teams consisting of an “A” team and a “B” team. The players will be divided equally by numbers, not necessarily by ability. There should be equal numbers suited for both teams unless approval is given by the Athletic Director. Each team will have eleven starters on offense and a different eleven starters on defense. No starter on offense or defense will be allowed to play on the other side of the ball until the fourth quarter. During the fourth quarter players may play at any position. All players that suit up for the game shall receive playing time, unless extenuating circumstances exist.

RRISD Participation Rules for Basketball:

Athletes should only play in one RRISD tournament, either the “A” or “B” team tournament, not both. Any movement of a player who plays in one tournament to a team

to participate in the other tournament, must have the approval of the athletic director and will only be granted in rare circumstances to ensure enough players to field a team. In addition, should any permission be granted it is the responsibility of the team affected to notify all other coaches in the tournament of this allowance.

Appendix:

Job Descriptions

Athletic Director

Reports to: Chief of Schools and Innovation

Duties and Responsibilities:

1. Supervise and evaluate performance of all district athletic coaches and other personnel assigned to the athletic program.

2. Provide leadership, coordination, and innovation to the overall athletic program of the district.
3. Provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sports, and the principles of fair play.
4. Ensure that extracurricular athletics are supportive of the instructional goals and objectives of the district and the attainment of the campus performance objectives/academic excellence indicators.
5. Establish the physical and academic requirements of eligibility for participation in each sport, and verify each athlete's eligibility in conjunction with campus Athletic Coordinators and head coaches.
6. Assume responsibility for the organization and scheduling of all interscholastic athletic events.
7. Provide to each campus information regarding the insurance program covering school athletes and assume responsibility for aiding in the processing of reports and claims with athletic trainers.
8. Provide leadership in developing goals and objectives for the district's athletic program.
9. Develop and place into operation appropriate rules and regulations governing the conduct of athletic events.
10. Hire officials, medical care, and police officers as required, and assume general responsibility for the proper supervision of home games.
11. Assume general responsibility for the supervision of athletes at away events, and general policies regarding such.
12. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
13. Assume responsibility for in-service training for the coaches of each sport in matters of coaching techniques, skills, and district and UIL policies and regulations.
14. Prepare and administer the athletic program budget.
15. Prepare requisitions in cooperation with appropriate staff members for supplies, uniforms, and equipment for athletic programs.
16. Supervise all ticket sales and fund-raising events connected with the athletic program, and assume responsibility for proper handling and accounting of monies involved.
17. Supervise the cleaning, storage, and care of all athletic equipment.
18. Monitor the condition of facilities and make recommendations to the Superintendent.
19. See that school rules are uniformly observed and that student discipline is appropriate and equitable.
20. Ensure that extracurricular activities are effective in supporting the teaching and learning process.
21. Develop and communicate to staff, students, and parents athletic guidelines for student conduct.
22. Participate in professional development activities.
23. Provide leadership in professional growth and development by conducting oneself in an ethical and professional manner.

24. Articulate the district's mission to the community and solicit the community's support in making that mission a successful reality.
25. Keep records of the results of all middle and high school athletic contests and maintain a record of all award winners, stating the date and type of award, including athletic scholarships.
26. Project a positive image to the community.
27. Support and assist campus leadership in achieving performance objectives related to the State Academic Excellence Indicators.
28. Arrange and secure state playoff agreements in association with head coaches.
29. Assume the responsibility for the planning and coordination of district athletic facilities for playoff contests involving non-RRISD teams.
30. Meet regularly with Athletic Coordinators and other stake holders to ensure uniform athletic policies are followed throughout the district.
31. Attend and be visible at athletic events throughout the district. Travel to support and oversee district high school teams involved in state playoffs.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Athletic Director is also responsible for other duties as assigned.

Assistant Athletic Director

Reports to: Athletic Director

Duties and Responsibilities:

1. Assist the Athletic Director in directing athletic programs.
2. Communicate and collaborate with various areas of the school organization to provide enhanced service delivery, program development, and customer satisfaction.
3. Design, implement, measure, and refine assigned programs and assist with quality improvement efforts.
4. Coordinate middle school athletic programs.
5. Coordinate Cheerleading, Health, and Physical Education programs.
6. Assist in the planning, directing, and supervision of district wide athletic competitions.

7. Monitor the condition of district wide athletic facilities.
8. Provide district wide supervision of athletic contests and travel to support playoff teams.
9. Perform other job related duties as assigned.

High School Athletic Campus Coordinator/Assistant Campus Coordinator

Reports to: Campus Principal
 Athletic Director

Duties and Responsibilities:

1. Supervises the total athletic program of the high school and its feeder middle schools.
2. Provide leadership, coordination, and innovation so that each athlete may derive maximum benefit from the athletic program.
3. Reviews and evaluates athletic program to determine compatibility with UIL rules, state law, and board policy.
4. Assists in athletic policy development and revisions.
5. Encourages coaches to use innovative coaching techniques.
6. Assists coaches in the implementation of athletic policy.
7. Communicates and demonstrates effective and safe coaching techniques and strategies to the coaching staff.
8. Responsible for supervision of athletes under his care.
9. Assists in the selection and procurement of athletic equipment.
10. Participates in appropriate staff meetings.
11. Demonstrates skill in conflict resolution with administrators, parents, teachers, students, and community leaders.
12. Supports and supervises the total athletic program by attending games and practices of each sport.
13. Maintains written communication.
14. Has regularly scheduled meetings with coaching staff to keep each staff member informed, and provides agendas to the Athletic Director.
15. Provides support to coaching staff when appropriate.
16. Promotes student-centered philosophy of athletics.
17. Evaluates athletic program relevant to the needs of athletes as students first.
18. Interviews prospective employees and makes appropriate recommendations to Principals and Athletic Director.
19. Work with middle school Principal in hiring middle school athletic coordinators.
20. Responsible for evaluation of coaching staff, athletic trainers, and athletic secretary.
21. Work with Principals in securing personnel for appropriate assignment.
22. Establishes a chain of command to be followed at the campus level.
23. Allows use of chain of command by allowing pertinent decisions to be made at the appropriate level.
24. Recommend to the Athletic Director needs for improvement of athletic facilities on campus and feeder school campuses.

25. Responsible for developing policies and plans for care and use of facilities and equipment on campus and feeder schools.
26. Participate in budget planning, purchase planning, and bid process.
27. Supervise coaches in submitting required information for purchase orders, and approves purchase orders at the campus level.
28. Approves transportation requests at the campus level.
29. Follow proper procedures and guidelines in handling district funds.
30. Develop rules of conduct for athletes in accordance with the District Extracurricular Handbook.
31. Work with coaches to enforce standards of student conduct.
32. Responsible for approving athletic schedules and summer camps at the campus level.
33. Work with coaches to develop an efficient means of notifying the press of athletic results and accomplishments.
34. Establish guidelines for booster organizations.
35. Meet with booster organizations on a regular basis to provide guidance and direction.
36. Encourage staff to become involved in appropriate community organizations.
37. Attend meetings and conferences concerning UIL policies and procedures.
38. Attend professional conferences and clinics to keep current on trends in interscholastic athletics.
39. Participate in staff development training.
40. Assist the Athletic Director in developing a budget based on needs in each program, personnel, and other fiscal needs.
41. Serve as Administrator on Duty at campus athletic events as requested by Principal or Athletic Director.
42. Recommend to Principal appropriate athletic periods for each sport.
43. Work with athletic trainer in implementing proper procedures for handling athletic injuries.
44. Develop open communication lines between athletic department and other areas of the school and community.
45. Keep administration informed and updated on athletic events.
46. Submit all paperwork requests in a timely manner.
47. Ensure that all staff members meet UIL and district requirements for coaching such as CPR, RCP, etc.
48. Carry out other duties as assigned by the Principal or Athletic Director.

High School Head Coach

Reports to: Campus Principal
 Athletic Coordinator
 Athletic Director

Duties and Responsibilities:

1. Provide leadership, coordination, and innovation so that each athlete may derive maximum benefit from participation in their program.

2. Prepare athletic teams for interscholastic competition in a safe and professional manner.
3. Support total athletic program, never encouraging an athlete to give up one sport for another.
4. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student-athletes in the sport assigned.
5. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.
6. Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student-athletes.
7. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis.
8. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
9. Keep informed of and ensure compliance with all UIL rules.
10. Monitor and enforce student eligibility criteria for extracurricular participation.
11. Work with Athletic Coordinator, Principal, and Athletic Director to schedule competitions and coordinate arrangements.
12. Develop and coordinate a continuing evaluation of the program and make changes based on findings.
13. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.
14. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
15. Apply and enforce student discipline during athletic contests, practice sessions, and on trips off school property in accordance with the Extracurricular Handbook and athletic program policies.
16. Demand by example and through instruction, sportsmanlike conduct in all phases of athletic participation.
17. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
18. Assist in selection of equipment and instructional materials.
19. Compile, maintain, and file all reports, records, and other documents required.
20. Maintain a current and accurate inventory of all fixed assets within the program.
21. Oversee process of cleaning, storing, and repairing of all program athletic equipment.
22. Supervise assigned assistant coaches and student athletic assistants.
23. Maintain emotional control under stress.
24. Attend UIL or District meetings as required.
25. Participate in budget and purchasing process as appropriate.
26. Follow all district policies regarding the handling of monies associated with the sport assigned.
27. Maintain a positive balance in all campus accounts under one's charge.
28. Demonstrate adequate knowledge of sport and understanding of effective strategy in contests/practices.
29. Interact with colleagues, media, officials, and parents in a professional manner.

30. Exhibit loyalty to campus administrators and supervisors and accept decisions of administrators and athletic department.
31. Follow established chain of command.
32. Carry out other duties as assigned by Principal, Athletic Coordinator, or Athletic Director.

Assistant Coach

Reports to: Campus Principal
 Head Coach
 Athletic Coordinator
 Athletic Director

Duties and Responsibilities:

1. Show loyalty and provide leadership and teaching to athletes under one's care as directed by Head Coach.
2. Attend in-service meetings, clinics, regional coaches' meeting, etc. as requested and approved by Head Coach, Athletic Coordinator, and the Athletic Director.
3. Supervise athletes in dressing rooms and work-out areas.
4. Attend meetings of the booster club when requested.
5. Attend to injuries and provide necessary treatment in line with campus and district expectations.
6. Assume responsibility for facilities and equipment belonging to the athletic program.
7. Be loyal to the Head Coach and the policies of the athletic program.
8. Accept coaching assignments with enthusiasm, show willingness to help out wherever necessary, and provide input to program.
9. Be professional in conduct, attitude, dress, punctuality, and competitive spirit.
10. Show commitment to excellence in the classroom.
11. Demonstrate adequate knowledge of sport and understanding of effective strategy in games and practice.
12. Interact professionally with colleagues, media, officials, and parents.
13. Monitor academic progress of athletes.
14. Assist in distribution and collection of athletic equipment.
15. Follow established chain of command.
16. Carry out other duties as assigned by the Principal, Head Coach, Athletic Coordinator, or Athletic Director.

Athletic Trainer

Reports to: Campus Principal
 Athletic Coordinator
 Athletic Director

Duties and Responsibilities:

1. Responsible for care, prevention, and rehabilitation of athletic injuries.
2. Responsible for giving basic instruction to athletic staff members in the prevention and care of injuries.
3. Responsible for selecting, training, and supervising student trainers and managers.
4. Responsible for referring athletic injuries to physicians for diagnosis and/or treatment.
5. Carry out appropriate instructions and treatments as directed by an athlete's physician.
6. Develop and supervise appropriate rehabilitation programs for athletes under the direction of a physician, and maintain accurate records of such.
7. Assist and advise the coaching staff regarding injury prevention and conditioning programs.
8. Determine if a player is capable of participation in a game and/or practice if the player is injured.
9. Responsible for the treatment and supervision of treatment for all minor athletic injuries and conditions, and maintaining accurate records of such.
10. Responsible for the organization, inventory, and requisitions of all training room supplies. Participate in the bid process, and submit PO's for supplies and equipment.
11. Be present for all practices and games/contests/matches held on the campus involving the campus high school teams, or tournaments held on campus.
12. Travel with all high school teams on campus involved in state playoffs.
13. Make arrangements for athletic physicals to be given each year.
14. Responsible for care and cleanliness of the training room.
15. Responsible for reporting all injuries to the coaching staff and keeping accurate records of all treatment.
16. Responsible for disbursing school athletic insurance information, and assisting parents as needed.
17. Keep parents advised of all decisions regarding an athlete's health as deemed necessary.
18. Establish and maintain effective communications with students, parents, medical and paramedical personnel, coaches, and other staff.
19. Prepare athletes for games and practices by conducting evaluations and using tape, wraps, splints, braces, and other protective devices as needed.
20. Detect and resolve environmental risks to athletes.
21. Apply therapeutic modalities and instruct athletes on proper use of exercise equipment.
22. Follow the professional, ethical, and legal parameters regarding the use of drugs and therapeutic agents for the treatment and rehabilitation of injured athletes.
23. Compile, maintain, and file all reports, records, and other documents including medical, accident, and treatment records as required, including insurance claims.
24. Maintain an inventory of training supplies and equipment, requisition additional supplies as needed.
25. Obtain and maintain all written releases for return to activity authorized by physicians and parents.
26. Be on call to evaluate injured athletes upon return from out of town games.
27. Be available to aid visiting teams in the event of injury.

28. Maintain a daily injury log and treatment log.
29. Report any severe injuries to the RRISD athletic department.
30. Distribute to head coaches each year the official UIL physical form.
31. Collect and review each athlete's completed physical for all required signatures, etc.
32. Inform coaches of the status of the physicals on file before the start date of their sport.
33. Assist with the examination and inspection of protective athletic equipment with regards to repair, re-certification, or replacement during and after the season.
34. Maintain two separate athletic training facilities, keeping both equipped and operational.
35. Keep licensing current by attending required workshops and clinics.
36. Follow the established chain of command.
37. Carry out other duties as assigned by Principal, Athletic Coordinator, or Athletic Director.

Middle School Athletic Coordinator

Reports to: Principal
 High School Athletic Coordinator
 Athletic Director

Duties and Responsibilities:

1. Provide leadership, coordination, and innovation so that each athlete may derive maximum benefit from participation in the athletic program.
2. Assist the high school Athletic Coordinator and Athletic Director in developing and directing a well-connected and comprehensive program of athletics at the middle school.
3. Assists and advises the high school Athletic Coordinator and the Athletic Director in the recruitment, appointment, management, and evaluation of personnel at the middle school level.
4. Cooperates with the Athletic Director in preparation and administration of an annual budget for middle school athletics.
5. Coordinates personnel to work all middle school athletic events.
6. Keep an inventory on all middle school athletic equipment.
7. Work at high school athletic events as necessary.
8. Communicate and demonstrate effective and safe coaching techniques and strategies to staff members.
9. Maintain a commitment to excellence in the classroom.
10. Monitor academic progress of athletes.
11. Attend in-service meetings, clinics, regional coaches meetings, etc. as requested and approved by the high school Athletic Coordinator and Athletic Director.
12. Work to develop and maintain all athletic facilities.
13. Responsible for all communications and compliance of coaches on their campus.
14. Responsible for coordinating track meets hosted by their school at any high school campus.

15. Verify eligibility of all athletes.
16. Responsible for securing facilities after their use.
17. Attend meetings as requested by high school Athletic Coordinator and Athletic Director.
18. Work with Athletic Director on scheduling of middle school contests.
19. Make efficient and effective use of budgeted funds.
20. Organize use of practice facilities allowing all sports access as needed.
21. Ensure that media requests are met for game reporting of results.
22. Show total support for all sports, encourage all to participate, and never encourage athletes to give up one sport for another.
23. Be loyal to high school Athletic Coordinator, Athletic Director, and athletic program.
24. Support and enforce the athletic policies of the RRISD.
25. Demonstrate skill in conflict resolution with administrators, parents, teachers, students, and community leaders.
26. Develop rules of conduct for athletes in accordance with the Extracurricular Handbook and athletic program policies.
27. Carry out other duties as assigned by the Principal, High School Athletic Coordinator, and Athletic Director.

****All job descriptions in this handbook are meant to describe the general responsibilities assigned to the jobs, and not intended to represent an exhaustive list of all duties, responsibilities, and skills required. ****

Home and Travel Checklists

Home Checklist

Flag
Gates opened or locked as appropriate
Cameras charged
Headsets checked
Money bag and workers
Restrooms clean, open, and supplied
Stadium lights
Drinks for officials, press box, etc.
Stadium/Gym set up
Visitor's dressing room clean and supplied
Keys and or badges for visitor's access to locker rooms
Towels for officials
Game balls, towels
Trash cans

Itinerary
Depth charts
Game plan
Dry erase boards
Food order
Scout teams, who and where
Check/turn on heat or AC in press box
Coach assigned to meet and greet officials and visiting teams
Confirm all workers
Check clock and scoreboard

Travel Checklist

Balls
Towels
Tees
Emergency Cards
Water
Equipment repair kit
Extra uniforms/pads
Video equipment charged
Headsets
Roster
Cell phone
Depth charts
Game plan
Dry erase board
Itinerary
Tickets sold / money to be given to home team
Return trade tapes
Buses confirmed
Food order confirmed

Sport Handbook Checklist

Girls Boys Coed (Circle One) SPORT: _____

Participant/Player Handbook **MUST** include the following:

- o Mission / Philosophy of the program
- o Competition Schedules
- o Workout Schedules
- o UIL Eligibility Calendar
- o Holiday Schedules and Expectations

- o Rules, Team Regulations, Dress Expectations, Consequences for Misbehavior
- o Drug and Alcohol Consequences – include **RRISD Extra-Curricular Code of Conduct**
- o Lettering Requirements / Awards / Banquet Information
- o Travel Protocol / Exception Policy and Procedure
- o Injury Protocol
- o Fundraising Expectations (if applicable)
- o Nutritional and Hydration Guidelines
- o Academic Expectations / Study Hall / Tutoring
- o Uniform and Equipment Care / Replacement and Loss Expectations
- o Signature Acknowledgement Form for Athlete and Parent
- o Parent Expectations (communication protocol, booster club opportunities, game day behavior standards / expectations)

Campus Coordinator Signature: _____ Date: _____

Head Coach Signature: _____ Date: _____

Official/Umpire Contacts

Baseball –	Austin Chapter SBUA Mark Baletka...512-834-2332 homeplateump@hotmail.com	Austin Baseball Umpires Assn. (ABUA) Ken Williams (512) 636-6523 kwilliams30@austin.rr.com
	Cen-Tex Umpires Association Wes Cain...512-755-1543 jwcain@yahoo.com	John Wilson (scheduler) 512-634-7696
Basketball -	TASO – Austin Basketball Officials Association	
	For Varsity & Sub-varsity games contact: Roger Jeffers - 515-6579 (h); 512- 415-1666 (c) rogerjeffers@sbcglobal.net	
	For Middle School games contact: Ken Patton - 512-680-4086 (c) Kpatton85@austin.rr.com	
Football -	TASO - Austin Chapter Football Officials	
	For Varsity Games contact: Wayne Elliott – 512- 825-9587(c) wayne@wayneelliott.net	For Subvarsity Games on Th, Fri, Sat Mike Jackson...512-228-1190 ref@mychampionprinting.com
		For Subvarsity Games on Mon, Tues, Wed Rick Reyna...512-751-3168 Rick.reyna@ci.austin.tx.us
Soccer -	Pete Adams...512-554-5269 Pete@CapitalReferees.org Bryce Bencivengo...President of Capital Referees 512-900-4544 bbencivengo@utexas.edu	
Softball -	TASO – Softball Gene Hawkins 512- 699-9345 or nhawk1023@sbcglobal.net	
Volleyball -	TASO – Volleyball Marilyn Wahl – 512-826-6194 Mjzw54@yahoo.com	
Wrestling -	Capital Area Wrestling Officials Association (CAWOA) Mark Lingard – 512- 219-1233 (work & home); 512-632-8118 © predmark@yahoo.com	

ROUND ROCK INDEPENDENT SCHOOL DISTRICT

2015-2016 ATHLETIC EVENT/TICKET PRICES FOR HIGH SCHOOLS

FOOTBALL:

Varsity:	Season Tickets (home games)	\$9 / Game
	Reserved Seat at Game –	\$ 10
	General Admission –	\$ 9
	Pre-game Adult tickets	\$ 7
	Pre-game Student	\$ 3
	RRISD Faculty - free to home games with RRISD Proxy ID	

ALL OTHER HIGH SCHOOL SPORTING EVENTS

Adult	\$4
Student	\$2

2013-2014 ATHLETIC EVENT PRICES FOR MIDDLE SCHOOLS

All Sports - Adults \$4 and Students \$2

RRISD Pay Schedules for Athletic Contests

FOOTBALL – VARSITY

Ticket Taker – Long	\$45.00
Ticket Taker – Short	\$40.00
Ticket Sellers – Long	\$45.00
Ticket Sellers – Short	\$40.00
Will Call Window	\$40.00
Announcer	\$30.00
25 Second Clock Keeper	\$30.00
Stadium Supervisor Kelly Reeves	\$150.00
Stadium Supervisor Dragon	\$150.00
Reserved Section Monitor	\$40.00
Press Box Hospitality Host	\$45.00
Media Check In (KR)	\$40.00
Video Director (KR)	\$150.00
Student Video Assistants	\$25.00

OTHER SPORTS All LEVELS

Gate Keeper (1 game)	\$20.00
Gate Keeper (2 games)	\$35.00
Gate Keeper (3 games)	\$40.00
Clock – Book (1 game)	\$15.00
Clock – Book (2 games)	\$25.00

RRISD Lightning Policy

The following policy is implemented to insure the safety of students, staff, and the public during times of lightning. It applies to all out-of-doors district athletic activities that take place when the ThorGuard system is not available. This information should be discussed with students and be posted for quick reference.

The ThorGuard lightning prediction system is installed at the Kelly Reeves Athletic Complex and Dragon Stadium. When the horn sounds, all playing fields must be vacated and no one returns to the field until the system indicates it is safe to do so by emitting 3 short horn blasts.

CHAIN OF COMMAND IN MAKING THE DECISION TO SEEK SAFE SHELTER:

1. School Administrator in Attendance
2. Athletic Director in Attendance
3. Coach/Sponsor in conjunction with Athletic Trainer in Attendance

Monitoring the weather

All representatives in the “Chain of Command” are responsible for **monitoring local weather forecasts**. Be aware of National Weather Service-issued (NWS) thunderstorm “watches” and “warnings” as well as the signs of thunderstorms developing nearby.

- A “**watch**” means conditions are favorable for severe weather to develop in an area.
- A “**warning**” means that severe weather has been reported in an area and for everyone to take proper precautions.

Flash to Bang

We will follow the recommend policy as stated in the UIL athletic manual which is the **FLASH-TO BANG METHOD**.

To use the flash-bang-method, begin counting when you see the lightning “flash”. Stop counting when you hear the associated “bang” or thunder. Divide this count by five to determine how many miles away the lightning struck. For example, a flash-to-bang count of 30 seconds equates to a distance of six miles. Be aware that lightning has struck from as far away as 10 miles from the storm center. Use this axiom as a rule of thumb. **“If you hear it, clear it; if you see it, flee it”**.

Use the flash-to-bang count to determine when to seek shelter. By the time the

flash-to-bang count approaches 30 seconds, all individuals should already be inside a safe structure.

The activity should not resume until there is 30 minutes without a flash-to-bang accordance.

Lightning Meters/Detectors

Various technologies are currently on the market. However, there is insufficient research-based data to support their effectiveness across the spectrum. Currently, the most reliable method is the “Flash to Bang” method posted on the UIL website. Officials may request to use it and they are welcome to monitor it. However, we will follow the UIL guidelines.

Venues/Activities

Remember - The decision to delay or cancel will not be an easy decision or may not be a popular one, but the life or lives you may save will be worth the effort of the decision.

Varsity High School Games

The Athletic Trainer (if present) or administrator on duty will monitor the weather situation and alert the game officials and coaches when lightning is in the area. If lightning strikes are within the “30 count” using *Flash-to-Bang* method:

1. Play should be suspended and all participants should be moved to a safe structure – facility on campus OR their bus.
2. The administrator in charge will notify the fans of the impending weather and instruct them to take shelter. – their vehicles or a facility on campus.
3. If present- Home team band goes to the band hall. Visiting team band goes to their buses. If conditions warrant more protection, they may be relocated inside the high school by directors and administrators.
4. It is the official’s responsibility to suspend play for a period of 30 minutes and re-evaluate the weather situation.
5. If no further lightning strikes occur during the first 30 minutes, then play may resume. Any subsequent lightning or thunder after the beginning of the 30-minute delay should reset the clock and another 30 minute period should begin.
6. Administrators, coaches and officials shall determine if a game should be cancelled or suspended and finished at a later time based on the likelihood of more weather related delays.

Local television stations are very good sources of information regarding storms and have been very helpful in weather related situations. It is recommended that game officials keep in contact with weather personnel during weather related delays.

High School Sub-Varsity and Middle School Games

The Athletic Trainer (if present) or administrator on duty will monitor the weather situation and alert the game officials when lightning is in the area. If lightning strikes are within the “30 count” using *Flash-to-Bang* method:

1. Play should be suspended and all participants should be moved to a safe structure (Enclosed building with plumbing and/or wiring or a metal roofed, fully enclosed vehicle).
2. It is the official’s responsibility to suspend play for a period of 30 minutes and re-evaluate the weather situation.
3. The administrator in charge will notify the fans of the impending weather and instruct them to take shelter. – their vehicles or a facility on campus.
4. If no further lightning strikes occur during the first 30 minutes, then play may resume. Any subsequent lightning or thunder after the beginning of the initial 30-minute delay will result in a new 30 minute wait period.
5. Administrators, coaches and officials shall determine if a game should be cancelled or suspended and finished at a later time based on the likelihood of more weather related delays.

Practices

The athletic trainer and/or coach will monitor the weather situation. If the athletic trainer is not available at that time, the coach will make his or her own educated decision. If lightning strikes are within the “30 count” using *Flash-to-Bang* method:

1. Practice should be suspended and all participants should be moved to a safe structure (Enclosed building with plumbing and/or wiring or a metal roofed, fully enclosed vehicle).
2. It is the coach’s responsibility to suspend practice for a period of 30 minutes and re-evaluate the weather situation.
3. If no further lightning strikes occur during the first 30 minutes, then practice may resume. Any subsequent lightning or thunder after the beginning of the 30-minute delay should reset the clock and another 30 minute period should begin
4. As the team coach, it is your responsibility to ensure the safety of your team. Using resources available to you will help you make a determination as to whether your practice should be cancelled or suspended and finished at a later time based on the likelihood of more weather related delays. If your practice is on campus, the athletic trainer can help you monitor weather situations and determine a safe time to return to the field of play. If your practice is off campus, you may use the local television stations as a source of information regarding storms.

Safe Shelter Locations

Primary Locations

Any building normally occupied or frequently used by people.

- *Example:* A building with plumbing and/or electrical wiring that acts to electrically ground the structure.
 - Fieldhouse
 - Tennis fieldhouse
 - Softball fieldhouse
 - gymnasium areas
 - school building
 - pressboxes
 - concessions stands

Avoid using shower facilities for safe shelter and **do not use** the showers or plumbing facilities during a thunderstorm.

Secondary Locations

In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is **not** the rubber tires that make a vehicle a safe shelter, but the hard metal roof, which dissipates the lightning strike around the vehicle.

- Examples – School Bus, Vehicle with a hard top

BASEBALL / SOFTBALL Dugouts are NOT a safe shelter.

RRISD HANDBOOK ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have read, understand, and am in agreement with the RRISD Athletic Handbook and that I am responsible for complying and carrying out the content within it. In particular, I acknowledge that:

- All fund-raising activities will be approved in advance by the Principal using the designated form.
- I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
- Student activity money will be turned into the office daily in the same form in which it was received.
- **ALL funds (cash or checks) received by a coach will be deposited into the activity fund. A coach shall never use undeposited cash to purchase merchandise or services. Using undeposited cash for purchases will result in appropriate disciplinary action, including possible termination of employment with Round Rock ISD.**
- At the completion of all fund-raisers, a Fund-raiser Analysis Report will be completed and submitted to the Administrative Associate.
- All purchases will be made by check and approved in advance using a Check Request. No purchases will be made using undeposited cash.
- No purchases will be made when an account contains a negative balance.
- I will maintain a positive balance in my organization's account at all times.
- I will submit all Check Requests to the Administrative Associate at least one week before the check needs to be issued.

I understand that I will be held responsible for any Activity Funds entrusted to me, and that I will reimburse the student organization for any money (or property purchased with student activity money) which is lost due to carelessness, theft, or fraud on the part of the sponsor.

PRINTED NAME/SCHOOL _____

SIGNATURE _____

DATE _____