

LAMAR CISD

ATHLETICS



ATHLETIC HANDBOOK

2023 – 2024

**YOU CAN ACCESS THE ATHLETIC DEPARTMENT
HANDBOOK VIA COACHES LINKS @
[LCISD.ORG/ATHLETICS](https://www.lcisd.org/athletics)**

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LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT ATHLETIC HANDBOOK

This handbook was created to serve as a guide for coaches in LCISD. It is our hope that this handbook will assist you over the course of this year as you complete your coaching duties, lead your student athletes, and prepare for your competitive season. If you have any questions or concerns during this school year, please do not hesitate to call the athletic office for assistance.

Athletics is a responsibility for both the coach and athlete who choose to participate. The time and dedication required to compete on any of our athletic teams is a sacrifice that is rewarded with a sense of pride upon completion of a successful season. Sports are also a metaphor for the challenges and tough lessons that life often presents to those who play them. Athletics supplements the education our student athletes are receiving in the classroom, and as coaches, you have the potential to be one of their most powerful teachers.

While this handbook covers many aspects of the athletic department, it is not comprehensive or a complete representation of all rules, policies, and procedures. In order to understand and comply with all eligibility and contest rules, coaches must have a thorough knowledge of the material presented in this manual, the UIL Constitution and Contest Rules, TEA & UIL Side by Side Document, their sport specific UIL manuals and the LCISD Extracurricular Handbook. Each of the above-mentioned documents is available online, and all LCISD coaches are expected to review the contents and follow the guidelines established in each.

We understand the commitment you have made to your school and your athletes by accepting the role of coach. Athletics supports the LCISD Mission and our students as they strive to achieve their full potential. As coaches, you play a vital role in teaching and leading them as they develop the skills and behaviors, they will need to be successful this season and for the rest of their lives. We are here to offer guidance, support and encouragement, regardless of the scoreboard, because we know the work you do goes far beyond wins and losses.

LAMAR CISD SCHOOL DISTRICT ATHLETIC ADMINISTRATION AND STAFF

TBA	Director of Athletics	Office: 832-223-0151 Cell:
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Devin Gabbard	Interim Director of Athletics	Office: 832-223-0148 Cell: 832-490-5802
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Melissa Rodriguez	Administrative Assistant – Finances	832-223-0149
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Akeem Stevens	Administrative Assistant – Scheduling	832-223-0147
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Meredith May	Natatorium Manager	832-223-0531
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Francisco Silva	Athletic Grounds Coordinator	832-223-0269
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High School Campus Coordinators:

Shane Hanks	Foster HS	832-223-3963
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Nick Codutti	Fulshear HS	832-223-5000
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Nick Cavallo	George Ranch HS	832-223-4360
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Kiah Johnson	Lamar Consolidated HS	832-223-3151
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Darnell Jackson	Terry HS	832-223-3567
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Brian Randle	Randle HS	832-223-5960
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Junior High School Campus Coordinators:

Tim Bristol	Briscoe JH	832-223-4082
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Robert Ford	George JH	832-223-3680
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Brandon Allen	Lamar JH	832-223-3224
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Derek Foster	Leaman JH	832-223-5200
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Travis Gann	Reading JH	832-223-4497
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Amanda Frenzel	Wright JH	832-223-6000
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LAMAR CISD ATHLETIC PRINCIPLES

The LCISD Athletic Department is dedicated to promoting the academic, athletic, and social development of our student athletes through junior high and high school athletic participation.

Our coaches are educators who use sports to teach life lessons that will help our student athletes develop into outstanding citizens. Coaches serve as role models and leaders on campus and in our community. They strive to create a competitive athletic program while prioritizing academics, sportsmanship, and character development.

Our student athletes accept the responsibility that accompanies participation in athletics. They will strive to display the values of dedication, integrity, sportsmanship, and teamwork while pursuing their athletic goals.

Through practice, training, and competition, the LCISD Athletic Department will create a culture that promotes achievement through perseverance, recognizes success earned with integrity, and honors the role our community plays in our triumphs.

LAMAR CISD COACHES CODE OF ETHICS

Coaches in LCISD are expected to be role models for their students as well as leaders on their campus. As such, they will abide by a code of ethics that includes the following:

- Exemplify the highest character, behavior, and leadership.
- Respect each athlete while maintaining the best interests of the team.
- Abide by the rules of the game in letter and in spirit.
- Respect the integrity and judgment of sports officials.
- Demonstrate a mastery of and continuing interest in coaching.
- Encourage a respect for athletics and its value.
- Display modesty in victory and graciousness in defeat.
- Uphold the honor and dignity of coaching among their peers.
- Always promote healthy lifestyles for all athletes and students.
- Encourage the highest standards of conduct and scholastic achievement among all athletes.
- Seek to use innovative but sound training practices.
- Strive to develop in each athlete the qualities of leadership, discipline, and commitment.

LAMAR CISD COACHES STANDARDS OF CONDUCT

All coaches on the staff are expected to follow these standards:

1. Be dedicated and loyal to the success of their school and the Lamar CISD School District as a whole.
2. Hold information confidential as it relates to your athletes, your team, your school, and all other LCISD schools and students.
3. Be aware of, understand, and follow all rules governing the sports for which you are responsible.
4. Set good examples for the athletes and the community year-round.
5. Ensure that athletes in the program follow all rules and guidelines.
6. Treat athletes based on what is best for the education, welfare, and health of the student.
7. Treat all fellow coaches with respect. Do not have coaching discussions in front of students, other staff or community members.
8. Refrain from the use of profanity in the presence of our athletes at any time.
9. Do not use or discuss the use of alcohol in the presence of our athletes at any time.
10. Refrain from using tobacco products on any Lamar CISD property, and the use of such products should not be discussed in the presence of our athletes at any time.
11. Do not participate or allow gambling or betting of any form in the athletic program or on any Lamar CISD property.
12. Coaches must dress appropriately for class, practices, and games. School appropriate dress should be worn for teaching. School logo/color wear should be worn for practice. School logo wear and/or professional coaching attire should be worn for all contests. Coaching staff apparel should match for games and contests.

ATHLETIC CHAIN OF COMMAND

Loyalty is expected from each member of the coaching staff. Disloyalty, bickering, and jealousy among staff members will not help us succeed in our job of developing young people through our program. Any concern or misunderstanding should be discussed privately. If it cannot be resolved between the parties involved, it should be discussed with the head coach of the sport involved. If the coaches involved cannot come to an agreement after this discussion or if multiple sports and/or coaches are involved, the Campus Athletic Coordinator should be contacted.

If the issue cannot be resolved or involves the Campus Athletic Coordinator, the Campus Principal and/or LCISD Athletic Office should be contacted for assistance. Additional members of the administration will be included at that point by request of the Campus Principal, Assistant Athletic Director and/or Athletic Director.

At no time should coaches discuss concerns about the athletic department on their campus, another campus or the district with any other faculty member or members of the community.

COACHES AS MEMBERS OF THE FACULTY

Just as our athletes are students first, coaches are first and foremost teachers on their campuses. As such, they have a responsibility to perform their teaching duties with fidelity regardless of their athletic commitments.

Teachers who Coach in LCISD will...

1. Dress professionally in their classrooms while performing as instructional leaders.
2. Attend all required meetings, trainings, and conferences without using athletic commitments as an excuse for absenteeism.
3. Meet all expectations of their campus administration regarding classroom performance. This includes but is not limited to lesson planning, parent contact, attending conferences, grade reporting, and providing tutorial opportunities for their students.
4. Be valuable members of their instructional teams by attending team planning meetings and contributing to lesson materials.
5. Work with all staff members as peers in order to form an exceptional campus that promotes the best academic environment for each student on campus.

MULTI-SPORT ATHLETES

Many athletes choose to participate in multiple sports during their time in Junior High and High School. While having athletes who participate in one sport year-round has benefits for a team, in order to promote what is best for the student athlete, LCISD Coaches will support athletes who choose to pursue various athletic interests and play multiple sports.

In order to encourage participation of all athletes in allsports...

1. Every athlete must be allowed the opportunity to participate in any sport that he/she desires.
2. Coaches will not ask an athlete to give up one sport in order to participate in another sport. Options for participation should only be discussed with **all** involved coaches present as well as the athlete and his/her parent/guardian.
3. Students should never be put into a difficult position of decision between two programs or two adults. If a student decides to narrow his/her scope of participation, he/she will continue to receive encouragement and support for from all coaches involved.
4. In order to protect the integrity of each sport, athletes may not quit onesport and move into another while the original sport is still in season. If an athlete decides to end his/her participation in a sport, he/she will refrain from participating in another sport until the original sport has concluded. The Campus Athletic Coordinator can make an exception to this rule for special circumstances.
5. Because one goal of athletics is to encourage participation, every effort should be made to keep all interested and eligible students involved in the program in some capacity. Coaches may utilize students as practice players, managers, statisticians, videographers, etc., in order to keep them involved with the program. A student serving in one of these capacities should not be prevented from actively participating in another sport if the opportunity arises.

ROLES AND RESPONSIBILITIES OF ATHLETIC STAFF MEMBERS

The following are the summaries of the responsibilities of each position within the LCISD Athletic Department. These descriptions are not comprehensive, and the list of specific duties is not complete for any position. For a complete list of job expectations, please reference the job description for each position within the Human Resources Department.

RESPONSIBILITIES OF THE DIRECTOR OF ATHLETICS

The Athletic Director (AD) has the responsibility of organizing, implementing, and supervising the athletic program in Lamar CISD. The Athletic Director shall work with the administration to develop an athletic program that complements the instructional work taking place in our classrooms and supports the mission and vision of the school district.

Specific Duties:

- Supervising the district's compliance program with regard to UIL, TEA, and local board policies.
- Overseeing the scheduling of contests and facilities as well as securing and paying officials for those contests.
- Managing all athletic equipment inventory, budgets, and purchasing for the Athletic Department.
- Working with the Maintenance and Operations Department to ensure that a safe and quality playing arena is provided for each contest.
- Overseeing all interscholastic contests involving LCISD teams from 7th to 12th grade.
- Preparing reports on the various operations of the Athletic Department as requested.

RESPONSIBILITIES OF THE ASSISTANT DIRECTOR OF ATHLETICS

The Assistant Athletic Director has the responsibility of assisting the Athletic Director in organizing, implementing, and supervising the athletic program in Lamar CISD. The Assistant Athletic Director reports to the Athletic Director and completes tasks as assigned while supporting the goals and philosophy of the Athletic Department.

Specific Duties:

- Providing training for LCISD Coaches with regard to UIL, TEA, and local board policies.
- Assisting with the scheduling of contests and facilities as well as securing and paying officials for those contests.
- Working with the Maintenance and Operations Department to ensure that a safe and quality playing arena is provided for each contest.
- Overseeing all interscholastic contests involving LCISD teams from 7th to 12th grade.
- Collecting data and preparing reports as requested based on the various operations of the Athletic Department.
- Participate and provide professional development opportunities for athletic, physical education and health teaching staff.

RESPONSIBILITIES OF THE CAMPUS ATHLETIC COORDINATOR

The Campus Athletic Coordinator (CAC) at each high school and junior high has the responsibility of organizing, implementing, and supervising the athletic program on their assigned campus. In addition, they will work closely with their complementary junior high or high school to create a cohesive athletic program within their color track. The Campus Athletic Coordinator reports to the Campus Principal and the Athletic Director.

Specific Duties:

- Supervising the compliance of all teams, coaches and athletes to all applicable UIL, TEA, LCISD, and Campus Policies.
- Managing the scheduling of facilities on their campus with regard to scheduling, maintenance, and security.
- Managing campus-based inventory, budgets, and purchasing of athletic equipment.
- Working cooperatively with the corresponding High School or Junior High on their color track to build a comprehensive athletic program for grades 7 – 12.
- Overseeing the activities of the Athletic Booster Club associated with their campus and programs.
- Overseeing all interscholastic contests involving LCISD teams from 7th to 12th grade on their campus.
- Working with campus administration on the recruiting, hiring, and evaluation of coaches.

RESPONSIBILITIES OF THE ASSISTANT CAMPUS ATHLETIC COORDINATOR

The Assistant Campus Athletic Coordinator (ACAC) at each high school has the responsibility of assisting with the organizing, implementing, and supervising the athletic program on their assigned campus. In addition, they will work closely with the HS CAC and JH CAC to create a cohesive athletic program within their color track. The ACAC reports to the Campus Athletic Coordinator, Campus Principal and the Athletic Director.

Specific Duties:

- Supervising the compliance of all teams, coaches and athletes to all applicable UIL, TEA, LCISD, and Campus Policies.
- Managing the scheduling of facilities on their campus with regard to scheduling, maintenance, and security.
- Monitoring campus-based inventory, budgets, and purchasing of athletic equipment.
- Supervising events on campus and supporting coaches while hosting games, tournaments and fundraisers.
- Providing guidance and assistance to the Athletic Booster Club at the direction of the CAC and Campus Principal.

RESPONSIBILITIES OF THE HIGH SCHOOL HEAD COACH

The head coach of each high school sport is responsible for every aspect of their program. They have the responsibility of organizing their staff and students, implementing procedures, and providing supervision at all practices, contests, and events. High school head coaches will report directly to their Campus Athletic Coordinator and Campus Principal.

Specific Duties:

- Understanding and complying with all applicable UIL, TEA, LCISD, and Campus Policies.
- Scheduling and facilitating practices, contests, and team functions on campus and while traveling.
- Maintaining current roster, physicals and paperwork pertaining to eligibility, inventory, and schedules and results in Rank One.
- Managing accurate inventory, overseeing sport-specific budgets, and purchasing athletic equipment as needed.
- Overseeing the activities of the Athletic Booster Club associated with their program.
- Communicating with the parents of their student athletes regarding team expectations, upcoming events, and player responsibilities.
- Conducting an effective off-season program for

- the betterment of all athletes, grades 7 - 12.
- Communicate any changes in dates, times, and schedules with CAC and Athletic Directors office.
- Work in cooperation with Junior High Coaches and student athletes to create a comprehensive plan for your program from grade 7 to grade 12.

RESPONSIBILITIES OF THE HIGH SCHOOL ASSISTANT COACH

Assistant coaches at the high school level are responsible for following the direction of the head coach in order to promote the success of the program. They have the individual responsibility of supervising the athletes assigned to them, assisting with practice as directed, and facilitating contests in which they participate. Assistant coaches report directly to the head coach of the program.

Specific Duties Include:

- Understanding and complying with all applicable UIL, TEA, LCISD, Campus, and Program Policies.
- Following the assigned schedule for practices, contests, and team events.
- Assisting with inventory and equipment management.
- Maintaining facilities and supervising team functions.
- Participating in practices, assisting with varsity coaching duties, supporting off-season training plans, and collaborating with junior high coaches.

RESPONSIBILITIES OF THE CAMPUS ATHLETIC TRAINER

The athletic trainer will be responsible for the organization, administration, and treatment of athletic related injuries on each campus. The athletic trainer will be responsible for maintaining all health-related documentation required for student participation in athletics. The trainer will have the authority to restrict athlete participation and refer injured athletes to doctors and physicians for specialized treatment. The athletic trainer reports to the Campus Athletic Coordinator.

Specific Duties:

- Understanding and complying with all applicable UIL, TEA, LCISD, Campus, and Program Policies.
- Maintaining and managing the Rank One data base for the campus.
- Monitoring environmental health risks (lightning, heat, cold, etc.) and communicate risks to coaches as needed.
- Coordinating coverage for all athletic practices and contests on campus and provide critical care for any injury which occurs at these events.

- Recruiting, training, and managing a student training program.
- Providing preventative treatment and rehabilitation programs for all athletes.
- Initiating the Emergency Action Plan at competitions in order to activate EMS participation and actions

RESPONSIBILITIES OF THE CAMPUS ASSISTANT ATHLETIC TRAINER

The assistant athletic trainer will work with the athletic trainer to create a system that always promotes safety and high-quality care for each student athlete. The assistant trainer will have authority to restrict athlete participation and refer injured athletes to doctors and physicians for specialized treatment. The assistant athletic trainer reports to the Campus Athletic Trainer and Campus Athletic Coordinator.

Specific Duties Include:

- Understanding and complying with all applicable UIL, TEA, LCISD, Campus, and Program Policies.
- Assisting with maintaining documentation and records for all student athletes.
- Monitoring environmental health risks (lightning, heat, cold, etc.) and communicate risks to coaches as needed.
- Providing coverage for high school, junior high, and district contests as directed.
- Assisting with supervising the student trainer program.
- Providing preventative treatment and rehabilitation programs for all athletes.
- Initiating the Emergency Action Plan at competitions in order to activate EMS participation and actions

RESPONSIBILITIES OF THE JUNIOR HIGH HEADCOACH

Head coaches at the junior high level are responsible for organizing, implementing, and supervising their sport-specific programs and the student athletes involved in them. They are responsible for all teams, coaches and athletes participating at their level. They will work closely with their corresponding high school head coach to ensure that they are preparing their students for success at the next level. They will report to their Campus Principal and Campus Athletic Coordinator.

Specific Duties:

- Understanding and complying with all applicable UIL, TEA, LCISD, and Campus Policies.
- Scheduling and facilitating practices, contests, and team functions on campus and while traveling.
- Managing accurate inventory, overseeing sport specific

- budgets, and purchasing athletic equipment as needed.
- Communicating with the parents of their student athletes regarding team expectations, upcoming events, and player responsibilities.
- Teaching the fundamentals of safe and successful play in their specific sport.
- Collaborate with the corresponding High School Head Coach to implement their comprehensive plan for the program from grade 7 to grade 12.

RESPONSIBILITIES OF THE JUNIOR HIGH ASSISTANT COACH

Junior high assistant coaches will follow the direction of the head coaches in each sport. Assistant coaches at each junior high are responsible for the supervision and development of the student athletes they work with. They will conduct practices, supervise contests, and manage athletes and equipment following the expectations of the head coach and Campus Athletic Coordinator. Assistant Coaches report directly to the head coach of the sport assigned.

Specific Duties:

- Understanding and complying with all applicable UIL, TEA, LCISD, Campus, and Program Policies.
- Conduct and supervise practices and contests involving junior high athletes.
- Assisting with managing facilities and equipment inventory.
- Teaching the fundamentals of safe and successful play in their specific sport

Head Coach Pre-Season Meeting

Coaches will initial under each task as they are completing them. CAC's will assign a date completed and initial during their pre-season meeting with the Head Coaches on their campus.

TASK (Coach Initials)	DATE COMPLETED	ACAC/CAC Initials:
1. Scheduling		
- Practice Calendar – understand start dates for in and out of season, practice limitations, game calendar and restrictions	_____	_____
- Scrimmages- _____ total scrimmages, dates _____		
- Tournaments – aligns with allowable tournament limits		
- Games – aligns with allowable tournament and game limitations:		
2. Rank One		
- Roster/Cleared Athletes – all athletes must be cleared prior to participation/tryouts	_____	_____
- Schedules (Practice/Games) – entered into rank one ASAP		
- Inventory – entered into rank one, or a hard copy in word or spreadsheet, verify quantity and quality of new equipment and report receipt to Athletic Office so payment can be made		
- Results/Summary - need to be entered in a timely fashion after games		
3. Communication		
- JH/Assistant Coaches – have met with them (if necessary) to discuss roles, responsibilities, and expectations	_____	_____
- Pre-Season Parent Meeting – have notified CAC and Booster Club of date and time		
- Parent Email Blasts		
- Additional:	<i>Websites/Social</i>	<i>Media</i>
		VYPE
4. Transportation		
- Bus Requests – entered 30 days prior to trip	_____	_____
- Meals – understands P card checkout procedures & need for roster/receipts		
5. Home Events		
- Scorekeepers/internal staff – has staff in place for home event contests	_____	_____
- Safety/Security – Concerns coach may have about home events or certain games in the season		
- Contest changes – if a game changes go through notification process, CAC, district AD's office, Principal's secretary, Rank One, officials, workers		
6. Pre-season Checklist		
- JH Coaches – communicated expectations, roles, responsibilities, and areas of concerns	_____	_____
- Assistant Coaches- communicated expectations, roles, and responsibilities, and areas of concern		
- Purchase Orders – reviewed inventory and ordered necessary equipment through approved vendors		
7. Compliance Requirements		
- Birth Certificates – copied and on file for every athlete	-	_____
- Residency Verification – must conduct a home visit for every varsity athlete		
- Utility Bill – copy of utility bill matching parent/guardians stated address per PAPF and rank one		

- PAPF Paperwork – PAPF on file for any athlete moving into the district.

8. Tryouts _____

- Tryout dates and times communicated on campus and via social media
- Tryout rubric in writing, results are to be completed and returned to CAC, for reference during a parent conference.

9. UIL Eligibility Forms _____

- Individual/Team Eligibility form
- Coach has completed all required coaching certifications, UIL Acknowledgment, RCP, NFHS Fundamentals, CPR, AED, Safety Training, Concussion Protocol

10. Academic Eligibility Updates _____

- LCISD Eligibility Dates Calendar

12. Athlete Discipline _____

- Team Rules and Regulations – Copy of coaches rules packets on file with CAC
- ISS/OSS
- ALC/DAEP

13. Booster Clubs _____

- Fundraising – 1 per semester
- Purchases – Must be approved first, booster club is an extension of coach not the other way around
- Spirit Items

14. Contest Issues _____

- Ejections – Student-athletes and coaches, discuss ramifications and penalties
- Officials – do the officials have your schedule, have you been assigned officials, have you checked your schedule
- Emergency Procedures – completed assignments with trainers and staff, EAP

15. Facility Use _____

- **FACILTRON** – practices and games must be entered to prevent double booking and get A/C
- Possible Playoff Sites – do you have facilities that you like to use? (*Communicate w/Nikki*)

16. Weather Alerts _____

- Heat/Cold Advisories – signed up for Telvent with trainers, understand district policies
- Lightning/Severe Weather – understand practice and event protocol for weather related emergencies

17. Post Season Checklist _____

- Updated Rank One scores and travel
- Updated rosters and equipment

Campus Athletic Coordinators or ACACs will meet with Head Coaches prior to the start of their season to verify and ensure that each item has been completed and there is no confusion on district/UIL policies.

Meeting Date with CAC/ACAC and Head Coach: _____

Head Coaches Post Season Checklist

To be completed by the head coach of each sport and submitted to their CAC within 2 weeks of the completion of the season. Head Coach should initial next to each item as it is completed.

- _____ 1. Ensure that all athletes who participated over the course of the school year appear on all RankOne Rosters for teams they competed with.
- _____ 2. Verify that the Varsity Roster in Rank One includes all athletes who participated at the Varsity level at any point over the season.
- _____ 3. All athletes at all levels of play should have any and all awards they received at the local, District or State level entered into their profile.
- _____ 4. Program inventory should be entered and accurate in Rank One. This inventory should include all equipment that would need to be replaced should it be lost, stolen or damaged.
- _____ 5. Submit, in writing, for any facility modification or repair request to be completed over the summer break – due for all coaches by May 1st if not completed prior to this date.
- _____ 6. Submit requests for any out-of-town travel for tournaments or special contests for the next school year – due for all coaches by May 1st if not completed prior to this date.
- _____ 7. Submit, in writing, and including an example of requested product, any special budget items to be considered for the next school year (i.e. new gym wall pads, new goals, signage, weight equipment, ect.)
- _____ 8. Submit any summer Coaching Clinic travel request by May 1st through the LAMAR NET portal. Follow current coaching professional development allotments for amounts.
- _____ 9. Remember to spend all budget monies for necessary purchases by March 1st.
- _____ 10. Secure all facilities and equipment prior to summer vacation.

COACHES' EVALUATIONS

PURPOSE OF THE EVALUATION

All coaches are evaluated on an annual basis in order to provide timely feedback on their performance and identify areas for potential growth. These evaluations allow coaches to identify common goals and objectives they share with other members of the staff. While promoting improvement, these evaluations also provide a forum for recognizing and praising high-quality work.

If a coach shows a particular area or areas of weakness that need to be addressed in the evaluation, a plan for improving those areas will also be devised by the coach and their immediate supervisor. Failing to address an area in need of improvement could result in the coach losing their coaching position in the future.

All coaches will be encouraged to participate in professional development in order to increase their knowledge base within their sport and to allow them to aid our student athletes in reaching their full potential each season.

EVALUATION PROCEDURE

1. The District Athletic Director will evaluate the District Assistant Athletic Director.
2. The District Athletic Director will evaluate each Campus Athletic Coordinator with the help of the District Assistant Athletic Director.
3. The Campus Athletic Coordinator will evaluate all campus Coaches.
4. Each CAC will seek input from Head Coaches on the assistants in their programs, but the CAC will ultimately evaluate Assistant Coaches
5. A conference will be held to review the written evaluation, if requested. If a growth plan is needed, one will be written by the CAC and reviewed by the AD and Building Principal.
6. If a coach does not feel their evaluation is representative of the work they completed, they may request a meeting with their CAC and LCISD AD following the Athletic Chain of Command.

Campus Coach Evaluation

Name:
 Submitted: Not Submitted
 School:

PERFORMANCE CRITERIA AND STATEMENTS

Performance evaluation will be used to evaluate the performance of the employee for contract status and to promote continued professional growth. The employee may use the form as a measure of self-evaluation to determine the areas of improvement. Analysis of self-evaluation may be discussed during the goal-setting conference as appraisee and appraiser jointly set priorities for the ensuing year. Analysis of self-evaluation may also be discussed as the preliminary portion of the evaluation conference in order to allow for a more detailed and comprehensive discussion of job performance.

RATING SCALE: Assessment word ratings are to be assigned to each indicator. It is not necessary for the appraiser to comment on each indicator, however, comments are encouraged for areas which require improvement (i.e., a Developing or Not Demonstrated / Needs Improvement rating is earned).

Satisfactory: Meets or exceeds district expectations and standards.

Needs Improvement: Meets some district expectations but problems exist in some areas as noted.

Unsatisfactory: District expectations not met and performance improvement is needed to be acceptable.

COMPLETING THE EVALUATION FORM

Please mark the appropriate number beside each item.

LCISD Coaching Standards MAJOR RESPONSIBILITIES AND DUTIES

	Distinguished	Accomplished	Proficient	Developing	Not Demonstrated/Needs Improvement
1. Implements and complies with all TEA, UIL & LCISD rules and regulations.	_____	_____	_____	_____	_____
2. Communicates effectively and appropriately with students, parents and staff.	_____	_____	_____	_____	_____
3. Maintains a safe and orderly athletic environment for practice and contests.	_____	_____	_____	_____	_____
4. Uses effective strategies to promote the highest level of success for the team and individual student athletes.	_____	_____	_____	_____	_____
5. Provides appropriate supervision before, during and after all team activities.	_____	_____	_____	_____	_____
6. Monitors and provides support to ensure the academic	_____	_____	_____	_____	_____

performance of student athletes.

7. Promotes their sport/program in the community. _____

8. Supports the success of the entire campus athletic program. _____

Comments by Evaluator:

OVERALL RATING OF EMPLOYEE'S PERFORMANCE

	Distinguished	Accomplished	Proficient	Developing	Not Demonstrated/Needs Improvement
Check One:	_____	_____	_____	_____	_____

Areas of Excellence and Focus

Current year area of excellence:

Next year's area of focus:

Additional Comments:

Administrator's Comments:

Comments by Employee:

This appraisal has been discussed with me by my supervisor. I have read and received a copy of the appraisal. By signing this evaluation you are acknowledging receipt, not indicating that you agree with the content

Date: _____ Date: _____

LAMAR CISD LOCAL ATHLETIC POLICIES

8 – HOUR PRACTICE LIMITATION

As outlined in the TEA-UIL Side-by-Side, each extracurricular activity is limited to 8 hours of practice outside of the school day during the school week. The school week runs from the start of school on the first day of instruction that week (usually Monday) to the end of school on the last day of school (usually Friday). Ensure that all published practice times and calendars are in compliance with the 8-hour rule.

ACTIVITY ROSTER – NO PASS NO PLAY PROCEDURES

Every head coach should submit a roster for each team to their campus Skyward Administrator in order for your students to be placed onto an Activity Roster. The coaches responsible for each Activity Roster should be assigned access to the roster as well as the CAC and ACAC. The UIL/TEA Academic Eligibility Calendar for LCISD is posted on the Athletic Department home page. The Head coach is responsible for running the grading reports and verifying eligibility at each of these deadlines for all athletes in their program. They should be run the morning following the reporting deadline for grades and should be run as a **Report Card Summary** – not a progress report. Head Coaches should keep a printed copy of their **Report Card Summary** for each grading period on file for the school year, in case eligibility questions arise.

ATHLETE EJECTION

If an athlete is ejected from an athletic event, the head coach is responsible for informing the District Athletic Director by e-mail, text or phone call the same day. Any athlete that is ejected from an athletic event at any level will draw an automatic suspension of one (1) additional contest. If a coach plays an athlete who has been suspended, it will result in the coach being suspended from the next contest as well as the athlete and possible forfeiture of the played game.

ATHLETE SUPERVISION

Athletes must be supervised at all times. This includes during passing periods between classes in the athletic areas of the building, in the locker rooms, transitioning to practice areas, before practice, after practice, between dismissal and game time, during travel, and after contests. Athletes must be supervised while waiting for their parents to pick them up after practices and games. A designated area should be identified to athletes and parents for drop off and pick up. This area should be supervised until all athletes have left the premises.

ATHLETIC CLASS PERIODS

Working with our athletes during the school day is a benefit and should be treated as a privilege. Athletes should be actively engaged in practice or training activities on a daily basis that will make them stronger competitors. Coaches will not use athletic periods for study hall or any other non-athletic purpose. All athletes are expected to be in the athletic period, in-season and off-season program, year-round. Athletes may move from one athletic period to another by

mutual agreement of the head coaches involved. If there is an academic reason that an athlete cannot be scheduled into an athletic period, CACs will need to approve their participation in the sport without participation in the class period.

ATTENDANCE

In order to participate in after school practices and contests, student athletes should be in attendance for the instructional portion of the school day. If a student athlete is too ill to attend class, they are too ill to participate in athletics. If an athlete misses a portion of the instructional day, the coach should use their judgement in determining what level of after school participation that student athlete should be allowed to attend

BOOSTER CLUBS

Lamar CISD requires that the athletic booster club be an All-Sport Booster Club. The CAC is responsible for ensuring that all booster club activities follow all UIL and LCISD policies and expectations. All booster club purchases and donations should have the approval of the CAC to ensure compliance with all state and local guidelines. In addition, any donation from the booster club valued at over \$5,000 must be submitted through the CAC and Campus Principal for LCISD School Board Approval. Head coaches will be held responsible for UIL/Lamar CISD compliance regarding working with and receiving benefits from booster club supporters.

COACH/ATHLETE COMMUNICATION

Communication between coach and athlete or any student should always be kept professional and as public as possible to prevent any misinterpretation. SportsYou is the approved communication tool for Coaches and their teams. Coaches should set up a group for players, parents, and players & parents as needed. Parents will be given access to the player group if requested.

Coaches should not call or text an athlete after 9 p.m. unless there is an emergency. Coaches will send text messages to groups instead of individual athletes. Text messages should only be used to convey reminders, updates or changes to the schedule. Personal correspondence should never take place on text message. Text messages should always include another coach, your ACAC/CAC or the District Athletic Director to prevent any misinterpretation.

COACH EJECTION

Any coach that is ejected from a ball game must contact the District Athletic Director and their CAC the same day. The coach should provide a written statement regarding the ejection to the AD, CAC and Campus Principal within 24 hours. LCISD and all LCISD Coaches will adhere to the U.I.L. Policy regarding a coach's ejection. In addition to any UIL penalty requirements, a coach ejected from a ball game will be suspended from the next game/contest. It is the LCISD expectation that coaches serve as role models during contests and ejections do not meet this expectation.

COACHING APPAREL

Lamar CISD Coaches are expected to be dressed in a professional manner while conducting their assigned duties. Each coach will be provided coaching attire that is in the school color and includes the school logo. Coaches should be dressed in school color and/or logo attire when representing their school at a contest or at practice. If a coach desires to wear something more formal while coaching, it must be school appropriate and follow the campus dress code expectations.

Other than the apparel provided from the LCISD Athletic office, there should be no budget, activity account or booster club monies spent on coaching apparel as the purpose of these funds is to enhance program offerings for the students.

CONCESSION STANDS

LAMAR CISD Athletics has exclusive rights as the district vendor; therefore, no additional concession stands can be operated at any of the District Athletic Facilities without permission from the Athletic Director. All Campus concession stands must operate under the guidelines distributed by the LCISD Athletic Office and utilize only approved products provided by approved vendors.

CONDUCT

The extracurricular portion of the Secondary School Student Handbook should be used as the basis for developing the expectations for athletes within an athletic program. Coaches will communicate their behavior expectations to their athletes and parents during their pre-season parent meeting as well as in writing at the beginning of the school year or athletic season. It is the responsibility of each coach to ensure the high level of expectation for athlete conduct is met by all students within their program through proactive monitoring and character development.

DAEP/ALC

Any student who is removed from their regular campus and enrolled at the Disciplinary Alternative Education Program, also known as the Alternative Learning Center, remains ineligible for participation in campus extracurricular programs during the semester they are enrolled at the alternative campus. A student in grades 7 through 12 shall lose the privilege of participation in extracurricular activities during the semester in which they are placed in a disciplinary Alternative Education Program or Expulsion, this includes tryouts.

DEC/UII PAPERWORK

All DEC/UII paperwork will be turned in through the UII Portal. The CAC or ACAC will confirm submission to the DEC. In Individual Sports, Swimming, Wrestling, Tennis, and Track and Field, the district entries will be turned into the athletic office prior to the district meet. The Athletic Office will verify athletic eligibility prior to the district meet. Rosters for advancing individuals will need to be submitted to the athletic office as well.

DISCIPLINE

In the event a student athlete is involved in serious or persistent misconduct, the coach will take steps to address the misconduct. The coach may take action to restrict or remove the student from participation. Before an athlete is suspended or removed from participation in an extracurricular activity, the alleged infraction will be documented, and a reasonable investigation of the allegation shall occur.

The coach should consult with the ACAC or CAC and Campus Principal regarding the incident, including sharing their desired discipline consequence prior to taking any action involving the student. The coach shall notify the athlete and the athlete's parent/guardian to discuss the reasons for which the action is being taken and to offer the athlete the opportunity to discuss the matter before a final decision regarding participation is made. This communication should take place prior to an athlete being suspended from a game.

EMERGENCY PROCEDURES

Emergency Action Plans have been developed for each LCISD Athletic Facility. Those emergency procedures are available at all facilities and accessible to all staff who use the facility via QR Codes. Emergency procedures will be explained to and practiced by each group who uses the facility to ensure proper preparation in the event of an emergency. The athletic trainer will be responsible for distributing emergency procedures on each campus.

If there is a critical incident of any type at a practice or contest, the ACAC or CAC should be notified immediately. If the ACAC or CAC cannot be reached, the Athletic Director should be contacted by telephone. A written report of the incident should be sent the CAC, Campus Principal and Athletic Director within 24 hours of the incident.

END OF SEASON CELEBRATIONS

Junior High Athletic Programs will not have an end of season banquet but may choose to celebrate athletic achievements as part of their end of year awards ceremony at Principal discretion.

All **High School** teams will conclude their seasons with an end of season celebration. It will take place on campus and should include recognition of individual and team accomplishments. Each Head Coach should make their ACAC/CAC aware of when their end of season celebration is scheduled.

FACILITY PRIORITY

Athletic facility priority will come to athletic teams before other extra-curricular activities. Facility use by athletics will be prioritized in the following order:

1. Teams that are in season
2. Teams that are in district play
3. Teams that are in the playoffs

Competition will have the priority over practices, but schedules for the facilities that overlapped must be approved by the CAC or ACAC and confirmed with all teams that use the facility before being finalized.

FACILITY USAGE

Any LCISD Coach, who plans to use district athletic facilities (Traylor Stadium, District Natatorium(s), or any campus facility) for team practices, games, events, etc., must receive prior approval from the campus and Athletic Office through **Facilitron**. Events must be scheduled properly to ensure availability and utilities are active. Failure to reserve facilities could result in a loss of use of the facility due to scheduling conflicts. Staff may not use a District facility for a non-District activity, without acquiring proper approval through **Facilitron**.

Non-LCISD groups will be required to request use of the facility through the LCISD **Facilitron** service and pay all applicable fees.

FUNDRAISING

Any type of fundraising must be approved by the Campus Athletic Coordinator and Campus Principal. Coaches will refer to Lamar CISD Board policies regarding fundraisers. All fundraisers must be approved prior to beginning and all fundraised money must be spent on student supplies, facilities and programming.

GRADE REPORTS

Each coach is encouraged to run a weekly grade report in order to create a timeline for grading discrepancies and to be able to see where the student-athlete stands as the grading period progresses. You can run this through Skyward with your activity rosters. You will run this as a progress report, and you can set a standard grade. It will print any student-athlete with a numerical value below that grade. *It will not print blank grades or incompletes.* This is the best way to keep track of your student-athletes weekly progress. Coaches should not send paper grade checks out with their students as they are not as accurate while putting additional work and responsibility on classroom teachers.

If there is a grade discrepancy pertaining to an athlete, coaches should discuss that with their designated administrator and never directly with a teacher.

HOSTING PLAYOFF GAMES

The procedure when contacted to host a playoff game is to forward them on to the Athletic Department to secure possible sites. This will ensure that all schools have equal access to our facilities and local board policy is followed with regard to outside groups using those facilities.

INSURANCE

The Lamar Consolidated Independent School District carries a policy on all athletes, managers, and student trainers. This is a secondary policy and covers the amount that the athlete's parent's policy will not cover. If the parent has no insurance, then this policy becomes primary. There are limitations to the amount of coverage in various areas, so questions about coverage should be referred to the Athletic Trainer and they will advise the next step necessary.

INVENTORY

Coaches will keep a current and accurate inventory of equipment. This will be done using Rank One. A system should be in place to check out equipment to students at the beginning of the season. There needs to be a system to check in equipment when it is returned at the conclusion of the season as well. This process must be documented to verify that no athlete has received equipment or material goods as part of their participation in one of our programs.

Football programs will utilize *Helmet Tracker* to maintain accurate inventory of their football helmets.

LETTERING POLICY

Any Varsity athlete who participates in the majority of the Varsity season while remaining in good standing academically and behaviorally will be considered for a Varsity letter. A player, manager or trainer who makes a significant contribution during a portion of the season can also be considered with CAC/ACAC approval.

Any sport specific awards and lettering policies are to be approved by the campus athletic coordinator and principal prior to being given to student athletes, trainers and managers. Any changes that are made from year to year will need to be resubmitted for approval. Awards and lettering policies must be communicated annually to every player, manager and trainer prior to the start of the season.

MOTORIZED VEHICLES POLICIES

Only LCISD employees are authorized to operate motorized vehicles and equipment on LCISD grounds at any time. Students, student-athletes, and student trainers should not be operating any golf cart, gator, tractor, or any other motorized vehicles on school property at any times.

Student athletes may not drive their vehicles off campus while participating in an athletic activity during a school day. Additionally, only a student's parent/guardian may check them out and transport them home from an away contest. Students may not transport other students to or from extracurricular activities without written permission from the parent/guardian, Coach and Athletic Director.

NON-SCHOOL EMPLOYMENT

Any coach who chooses to participate in outside employment while employed with LCISD must submit a *Conflict of Interest Disclosure Form* to the Athletic Director's office so that it can be signed and filed with Human Resources. A coach may be asked to provide information related to any LCISD students who are associated with the group in order to prevent any conflict of interest or possible UIL violation. No LCISD Coach should make a financial gain as a result of working with or referring any LCISD athlete to a non-school program.

OUTSIDE PARTICIPATION

Student athletes are encouraged to train and prepare for competition year-round.

While there is benefit to participating in the various club organizations and private training groups in our area, it is important to emphasize that during the limited school seasons –school sports are the priority. Missing a school athletic contest for a club or tournament team activity will result in consequences and could result in removal from the school team.

P-CARDS

Coaches may check out a Purchase Card for use when traveling from their campus athletic coordinator. They can only be used for the following items:

- When an approved purchase is made, a receipt must be obtained and turned in to the athletic office for reconciliation.
- Lost receipts result in a personal fine to the card user of **\$5.00** per lost receipt, payable to LCISD.
- All receipts should be sent to the CAC who will return it to the athletic office on or before the 25th of each month.
- Coaches are responsible for any credit card issued to them and cards should not be loaned to other employees.
- Coaches should make copies of all receipts to be turned in and retain those copies in a file

Failure to follow the approved LCISD Purchasing Card Procedures could result in disciplinary action.

PARENT COMMUNICATION

Coaches will communicate their philosophy, expectations, tryout requirements and process, and method for determining playing time prior to the season beginning. Practice and contest schedules will be shared online at least 3 weeks prior to the start of the season.

Coaches and parents will not hold conferences regarding athletics before, during, or after contests. If a parent would like to discuss an athletic related concern, they should schedule an appointment for a non-contest day. The athlete/child should attend the meeting as well.

PLAYOFFS

The athletic department will coordinate playoff meetings and athletic department personnel will be present as playoff decisions are made. Coaches may not enter into playoff agreements without approval of the LCISD Athletic Director. Every effort will be made to secure the location and playing time requested by the coach, but LCISD Athletics will approve such decisions prior to them becoming final.

PREVIOUS ATHLETIC PARTICIPATION FORMS

If an athlete participated in either sub-varsity or varsity in the 8th – 12th grades the current year or previous school year at another school, this form must be completed and be approved by the District Executive Committee before they are eligible to participate at the varsity level.

PAPFs are to be completed in the UIL Portal.

Any PAPF for a former student from your campus should be completed within 2

school days and sent back to the coach who is requesting it. If a Coach is responding 'yes' to any question in Section III of the PAPF, they should discuss it with their CAC before sending it back to the requesting coach. Please understand that checking 'yes', requires the Coach to go before the DEC meeting and provide testimony explaining their position.

PROFESSIONAL DEVELOPMENT – COACHING CLINICS

LCISD as a district provides funding for professional development and coaching clinics at the following rates per school year:

High School Head Coach - \$400 / sport
High School Assistant Coach - \$200 / sport
Junior High Head Coach - \$200 / sport
Junior High Assistant Coach - \$100 / sport

The funding is per sport and multi-sport coaches can combine the amounts. Requests for summer professional development and coaches' clinics must be submitted for approval by May 1st, through LamarNet in order for a reimbursement to take place.

LCISD pays for Head Coach memberships in coaching associations, and it is an **expectation** that every head coach will nominate student-athletes for academic all-district and academic all-state each year. Failure to nominate your student-athletes will be reflected in your evaluation and will also restrict your future memberships and professional development travel.

PUBLIC RELATIONS

It is the responsibility of the head coach to maintain a positive relationship with members of the media. Granting interviews and access to players can be arranged in conjunction with practice schedules and team rules. Any student being interviewed by the media should always be accompanied by a member of the coaching staff during that interview.

PURCHASING

To request equipment be purchased for your program from your budget, use the *Athletic Purchase Order Request* link on the web site. Complete the request using an approved vendor and include a description of the order in the *Notes* section. You will receive an e-mail confirmation when your request is processed. If approved for purchase, a Purchase Order will be issued, and your items will be shipped to the LCISD Warehouse before being delivered to your campus. When delivered, coaches should verify deliveries and notify the Athletic Office of any issues or that the order has arrived so that payment can be made.

- **No purchase can be made without an approved LCISD Purchase Order.**
- **All purchased items must be shipped to the LCISD Warehouse for processing. Items should not be shipped to the campus.**
- **If items are shipped without a Purchase Order an invoice will be sent to the campus. It will become the responsibility of the**

- campus to pay the invoice.
- There is to be no delayed or fall billing authorized by a coach or LCISD employee.
 - March 1st will be the last day to submit purchase requests for the current school year.
 - It is the responsibility of each head coach to keep a record of their expenditures and not exceed their budget.

RANK ONE

Rank One will be the primary compliance verification for athletics in LCISD. It is the responsibility of each Head Coach to maintain a roster which is current and includes all participants within their program. **No athlete will be allowed to participate (in practice or contests) until their Rank One profile shows they are completely cleared and green.**

Coaches will also be responsible for publishing their schedules and results in Rank One in a timely fashion. Schedules should be published as soon as they are finalized and results should be published within 24 hours of each contest. Athletic Trainers will use Rank One for tracking injuries, physician referrals, treatments, and communicating with coaches as to the status of their athletes.

SIGNING DAY – FALL & SPRING

Current high school student athletes will be included in a campus wide signing day celebration. The date, time and location of this celebration will be set by Campus Administration. It will include all current high school student athletes who are signing during the applicable National Letter of Intent dates.

On both the Fall and Spring NLI dates, an alternate time and/or location will be determined by the campus for any current student who is signing a letter to play college athletics and would like to take their photo with friends and/or family at the school.

SOCIAL MEDIA – ATHLETES

LCISD will not tolerate disrespectful comments or behavior online. Any student member of an extracurricular organization representing themselves, or their organization, in an unfavorable, questionable or illegal manner through social electronic media communication devices in such a way as to bring discredit, dishonor, or disgrace on their organization or members of any other school organization will be subject to disciplinary actions. All Coaches will follow the Extra-Curricular Social Media Standards as published in the Secondary Student Handbook.

Restrooms and locker rooms are off limits to mobile devices and cameras of any kind at all times. Using an electronic device to record in either of these locations is a violation of the Social Electronic Media Behavior Standard for athletes.

SOCIAL MEDIA-COACHES

Social media accounts such as but not limited to; Twitter, Snapchat, Instagram, and Facebook, which are associated with an athletic program or team should be closely regulated and monitored. At no time should students be allowed to post on these sites, only a coach should have access to the account. These accounts should be regarded as the Coach's voice and treated as such. The coach will be held accountable for what is posted on these sites and should verify that access is regulated to ensure proper representation of the program.

STUDENT PROVIDED TRANSPORTATION

Students are not allowed to transport themselves to any practice or contest sponsored by LCISD. At no point should a coach allow a student to transport themselves or another student to a school athletic function. Coaches should never transport athletes in their own vehicles. Athletes can only be transported in LCISD provided transportation.

SUBVARSITY TEAM EXPECTATIONS

Sub varsity teams were created and are in place to help train younger student-athletes about the culture, expectations, and level of play expected at the varsity level. All sub varsity players are expected to play in every game unless they have had a discipline issue or absences from practice.

SUSPENSIONS

Student athletes who are placed into In School Suspension or are removed from class via an Out of School Suspension will not be allowed to participate in any extracurricular activity for the entirety of that suspension. Suspended athletes will not practice, participate, travel or be allowed to attend any athletic event on any day that they have been suspended or placed in ISS. They may rejoin regular team activities once they return to regular classes.

TESTING

Extracurricular activities will adjust both their practice and contest schedules on the days preceding the administration of the State of Texas Assessment of Academic Readiness (STAAR) tests and Semester Finals. Practices will end no later than 6:00 on these days. Contest schedules will be approved by the Athletic Office.

TOURNAMENT TRAVEL/ABSENCES

Varsity tournament staff absences will be the head coach and one assistant. If the sport coaches are unable to drive a bus then the head coach will be the only coach allowed to miss the school day because another coach from another sport will have to miss the instructional day to drive.

Sub-Varsity tournaments should be two coaches when possible. Scheduling should be done to attempt to have two coaches available as often as possible, knowing at times only one coach will be allowed to miss the school day.

Students should only be taken out of the school day for the required time to travel

to and from the game. *(If you play in the afternoon, then the student-athletes should not be taken out for the full school day.)*

Coaches will need to request school business absences for athletic trips. School day absences should be limited through scheduling and sharing of bus driving duties by all sport coaches. Coaches will be limited in the number of school business days they are allowed to request per sport.

Any coach who anticipates costs associated with their travel to any LCISD event, should request travel reimbursement prior to traveling as certain restrictions apply.

TRANSPORTATION - LCISD

All transportation requests must be submitted to the Transportation Department via the *TripTracker* system at least 14 days prior to the trip date. If a trip is not entered in time, you will need to contact the Athletic Director to have your trip entered. If trips are not entered in advance, you may not be allowed to take the trip and will have to forfeit the game. In the event of rain or tournament time changes, contact must be made with the Transportation Department to ensure bus availability. Trip tickets must be filled out accurately in order to ensure proper billing and payment. All buses are to be returned clean after every trip, failure to clean your bus could prevent the coach/driver from receiving their pay.

TRAVEL

All students who participate in school-sponsored trips are required to ride in LCISD provided transportation to and from the event. An exception can be made due to extenuating circumstances if the student's parent/guardian requests permission from the coach in advance and the ***Lamar CISD Parent Permission Travel Form*** is completed prior to the event.

TRYOUTS

Any Coach having a tryout for a team needs to discuss the tryout process and rubric with their CAC prior to sharing it with parents at a pre-tryout meeting. Tryouts should include a minimum of 3 separate sessions before final cuts are made. Multiple sessions can take place on one day as long as a break is provided between sessions.

A tryout rubric must be used that contains a minimum of 10 scored categories. The rubric should be shared with the athletes trying out for the team prior to tryouts. On the day teams are selected or cuts are announced, a copy of the completed tryout rubric should be emailed to the ACAC or CAC for documentation in the event of any parent concerns.

At the conclusion of the tryout, coaches should have face to face conversations with any students who are being cut from the program. Teams may not be posted until all students who are not making a team have been notified individually.

UNIFORMS (Athletic)

LCISD provides funding for all athletic programs to provide workout and contest apparel for all athletes. Coaches may elect to offer their athletes the opportunity to purchase their own personal set of workout gear with the following stipulations:

- Identical athletic uniforms will be made available for all students at no cost, if they do not purchase them. Purchased uniforms may include the addition of an athlete's name.
- All athletes and parents must be made aware that purchasing uniforms or practice gear is not required to participate on the team or in the program.
- Athletic workout uniforms should be no more than \$35 total to purchase and no more than 10% profit can be made on the sale of a uniform.
- Athletic uniforms should be sold through the campus activity account and funds generated must be used to benefit student athletes.
- Receipts must be issued for any uniform purchase and records of deposit and purchase maintained by the coach.

UNIFORMS (P.E.)

P.E. Uniforms should be as consistent from year to year so that students can wear uniforms multiple years. Used P.E. uniforms should be available to loan any student who has not been able to purchase their own to date.

PE Uniform price should be sold at no more than 10% above cost and should cost between \$10-\$15. Purchases should be run through the activity account. Cash, credit card or check can be accepted, and receipts should be issued.

WEBSITES

Any coach who elects to maintain an independent web site to promote their program(s) and communicate on behalf of their school, is responsible for all content associated with that website. Websites linked to LCISD websites, websites that use school logos or names, and websites that include LCISD team information are subject to the same expectations and regulations as Social Media pages maintained by LCISD Coaches.

WORKDAYS

Coaches are expected to be present and on campus during required workdays, professional development time and assigned duties. Athletic periods, practices and contests are part of a coach's workday. If a Coach is not able to attend any part of their athletic duties, they will need to notify the head coach of their sport and their ACAC/CAC prior to being absent from duty. If a coach needs to be off campus for athletic related duties, they will need to check out with both the ACAC/CAC and Campus Principal.

LAMAR CISD ATHLETIC SUMMER CAMP/STRENGTH AND CONDITIONING POLICIES

It is imperative to the success of our athletic programs that we increase the exposure of our student athletes in LAMAR CISD to various sports opportunities in our school district. Our coaches are encouraged to work all camps where there is interest from the community.

Period of no Activity – no schools may be open for any athletic activity or camps on the published UIL Dates of no activity. Because of these dates the Friday in those weeks can be used for camps, clinics, or athletic activities.

- **All camps must have the approval of the Athletic Campus Coordinator and the District Athletic Director.** *Paperwork must be approved by May 15th.*
 - Camp flyers should be emailed in .pdf format to the Athletic Office by May 15th for posting on the LCISD Athletic website.
 - Camps are to be operated by employees of Lamar CISD only.
 - All monies will be receipted and deposited into school activity account.
 - A summer camp report and check from the camp proceeds payable to Lamar CISD for camp personnel wages must be submitted to the Athletic Secretary upon completion of the camp.
 - Camp Coach Pay: District approved scale
- Every camp flyer must be approved by the Communications Department, the Athletic Campus Coordinator and the District Athletic Director.

CAMPS MUST BE CONCLUDED BY THE 1st DAY OF SEASON PER UIL POLICIES

Summer Strength and Conditioning as well as Skills Sessions must follow the current UIL guidelines as well as those published by Lamar CISD.

POSTPONEMENTS OR CANCELLATIONS OF ATHLETIC EVENTS

The District Executive Committee may permit District **Varsity** games or matches postponed by weather or public disaster (not including illness) to be played as an exception to the two contests per week rule, provided that they are rescheduled and played within seven (7) days of the next non-school day after the cancellation. Junior varsity, sophomore, freshmen junior high school teams may not play postponed games/matches as an exception (TEA and UIL rule).

If a game is canceled, it is the head coach's responsibility to notify the opposing coach, the athletic director, principals, officials, security, workers, and transportation of the cancellation and arrangements for rescheduling.

UIL policy states that a contest will be played on the next playable date.

Example: If the Tuesday game is canceled, it shall be played on Wednesday, Thursday, or Saturday if a Friday contest has been scheduled. The Friday contest will be played Saturday unless the Tuesday contest is Saturday for varsity only. The next date would be Monday of the next week.

LCISD Tournaments will be monitored by the Athletic Office and all decisions regarding cancellations and/or delayed starts will be made in a timely manner by the Athletic Department staff. Decisions will be communicated to site directors. The information will then be distributed to all the teams involved through the site director.

***Please keep in mind that the slightest deviation of the schedule requires notification to transportation, game officials, ticket sellers, security, coaches, players, parents, principals and campus coordinators.**

LAMAR CISD WEATHER POLICIES

LCISD HEAT POLICY

Practice or competition in hot and humid environmental conditions poses special problems for student-athletes. Heat stress and resulting heat illness is a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems. The following practices should be observed.

General Considerations for Risk Reductions

1. Encourage proper education regarding heat illnesses (for athletes, coaches, parents, medical staff, etc.) Education about risk factors should focus on hydration needs; acclimatization, work/rest ratio, signs and symptoms of exertional heat illnesses, treatment, dietary supplements, nutritional issues, and fitness status.
2. Assure that onsite medical staff has authority to alter work/rest ratios, practice schedules, amount of equipment, and withdrawal of individuals from participation based on environment and/or athlete's medical condition.

General Guidelines:

1. An initial complete medical history and physical exam.
2. Gradual acclimatization of the athlete to hot/humid conditions is a must. We advise that student-athletes should gradually increase exposure to hot and/or humid environmental conditions over a period of seven to 10 days to achieve acclimatization.
3. Clothing and protective gear can increase heat stress. Dark colors absorb solar radiation, clothing and protective gear interfere with the evaporation of sweat and other avenues of heat loss. During acclimatization process, student athlete should practice in T-shirts, shorts, socks and shoes. Rubberized suits should never be worn.
4. To identify heat stress conditions, regular measurements of environmental conditions will be taken daily. Lamar CISD will use the Weather Sentry to monitor the conditions.
5. Junior High Coordinators will get an updated heat index reading from an approved source at 1:30 P.M. and follow the guidelines appropriate for that heat index reading.

Specific Guidelines:

The following guidelines and associated heat advisory levels will be used by LCISD to communicate with the athletic staffs at each campus regarding heat related restrictions for practice.

No Heat Advisory: Heat index of less than 100:

- No Restrictions

LEVEL 1: Heat index of 100-105

- Outdoor workouts limited to 2 hours, 10 minute break every 45 minutes.
- Junior High workouts limited to 1 1/2 hours, 10 minute break every 30 minutes.
- Cross country must stay on campus, limit runs to 1/2 normal length
- Conditioning for football should take place without helmets/shoulder pads.
- Athletes allowed to remove helmets if not actively participating

LEVEL 2: Heat index of 106-110

- High School workout limited to 1 1/2 hours, 10 minute break every 45 minutes
- Jr. High workouts limited to 1 1/2 hours, 10 minute break every 30 minutes
- Unrestricted access to water at all times
- A 10 minute break should proceed all conditioning for high school
- Conditioning should take place without helmets/shoulder pads and not exceed 10 minutes
- Jr. High Conditioning should be moved indoors
- Extra conditioning /running cancelled
- Decrease repetitions and practice for overweight individuals
- Asthmatic athletes may remove themselves from workout without penalties or repercussions

LEVEL 3: Heat Index of 111-115

- Junior High workouts should be moved indoors
- Shorts and T-shirts, helmets for high school workouts
- Practice shortened to 1 ½ hours for high school
- Unrestricted access to water at all times
- 15 minute break every hour
- Conditioning should take place indoors
- Decrease repetitions and practice for overweight individuals
- Asthmatic athletes may remove themselves from workout without penalties or

LEVEL 4: Heat index of greater than 115

- No outdoor workout

Level 4 Heat Index – Return to Play Protocol

In the event there is a level 4 heat index reading with the district (116 or higher at any campus), all outside extracurricular activities will be brought indoors.

- The practice can continue, but must be moved inside.
- The heat index will continue to be monitored every 30 minutes for all campuses. (Similar to lightning protocol)
- Once all campuses have reported heat index temperatures of 115 or lower, practices can resume outside
- Resumed practice will be placed under the Level 3 Heat Index umbrella.

LCISD COLD WEATHER POLICY

Cold weather is defined as any temperature that can negatively affect the body's regulatory system. These do not have to be freezing temperatures. The following temperature guidelines have been established for the Lamar Consolidated ISD Athletic Department practices and games.

Cold Exposure:

- Breathing of Cold air can trigger an asthma attack
- Coughing, chest tightness, burning sensation in throat and nasal passage
- Reduction of strength, power, endurance, and aerobic capacity
- Core body temperature reduction, causing reduction in motor output

Cold Recognition:

- Shivering, a means for the body to generate heat
- Excessive shivering contributes to fatigue, loss of motor skills
- Numbness and pain in fingers, toes, ears, and exposed facial tissue
- Drop in Core Temperature; athlete exhibits sluggishness, slowed speech, disoriented

Specific Guidelines:

The following guidelines and associated caution levels will be used by LCISD to communicate with the athletic staffs at each campus regarding cold weather-related restrictions for practice.

Cold Weather Caution: Temperature or Wind-chill is 30-40°F

- No modification of practices, but warning will be given to coaches and athletes
- Coaches and Athletic Trainers emphasizing the importance of following UIL Cold Weather Illness Recommendations.
- Watch those "high risk" athletes

Cold Weather Warning: Temperature or Wind-chill is 24-29°F

- Practice modified to include no more than 45 mins of outdoor activity
- Warm-up to be started indoors (stretching, etc.) and cool-down period to be indoors to not take away from 45 min
- A practice that keeps individuals moving, try to avoid working up a big sweat in the first 20 minutes, having them be wet, and then sit around watching.
- Wearing a hat that covers the ears, and gloves to cover the hands are **required**.
- Keeping a very close eye on those "high risk" athletes

Cold Weather Termination: Temperature or Wind-chill at or below 23°F

- Outdoor activities will be cancelled if temperatures are expected to be at or below 23 degrees Fahrenheit for over 30 minutes.

The LCISD Athletic Department reserves the right to modify or cancel games or practices due to extreme weather conditions

LCISD Lightning Safety Policy

Lightning may be the most frequently encountered severe storm hazard endangering physically active people each year. Millions of lightning flashes strike the ground annually in the United States, causing nearly 100 deaths and 400 injuries. Three quarters of all lightning casualties occur between May and September, and nearly four fifths occur between 10:00 am and 7:00 pm, which coincides with the hours for most athletic events. Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest (irrespective of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity

Recommendations for Lightning Safety

1. Establish a chain of command that identifies who is to make the call to remove individuals from each athletic facility.
2. The campus athletic trainer on duty will monitor the weather and lightning alerts. They will notify the chain of command if severe weather becomes dangerous.
3. Web based and handheld monitoring devices will be used to monitor lightning. The on duty athletic trainer will also monitor active weather situations.
4. Designate a safe shelter for each venue. See examples below.
5. When lightning is identified within an 8-mile radius of the location of the practice or contest, the field will be cleared immediately. Athletes will be moved to a sheltered location to be monitored until the storm passes. Spectators should be removed from the field area and sent to their automobiles or other safe shelter areas.
6. Once activities have been suspended, athletic groups will wait thirty minutes following the last indication of lightning within the 8-mile radius prior to resuming an activity or returning outdoors. Each lightning strike within the 8-mile radius will re- start the 30 minute waiting period.
7. Avoid being the highest point in an open field, in contact with, or proximity to the highest point, as well as being on the open water. Do not take shelter under or near trees, flagpoles, or light poles.
8. Assume that lightning safe position (crouched on the ground weight on the balls of the feet, feet together, head lowered, and ears covered) for individuals who feel their hair stand on end, skin tingle, or hear "crackling" noises. Do not lie flat on the ground.
9. Observe the following basic first aid procedures in managing victims of a lightning strike:
 - Activate local EMS
 - Lightning victims do not "carry a charge" and are safe to touch.
 - If necessary, move the victim with care to a safer location.

- Evaluate airway, breathing, and circulation, and begin CPR if necessary.
- Evaluate and treat for hypothermia, shock, fractures, and/or burns.

All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity, without fear of repercussions or penalty from anyone.

Definition of **Safe Shelter**:

1. A safe location is any substantial, frequently inhabited building. The building should have four solid walls (not a dug out), electrical and telephone wiring, as well as plumbing, all of which aid in grounding a structure.
2. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows completely closed. It is important to not touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.
3. It is not safe to shower, bathe, or talk on land line phones while inside of a safe shelter during thunderstorms (cell phones are ok).