

2023-2024



Katy Independent School District

**DEPARTMENT OF ATHLETICS
HANDBOOK**

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Katy ISD Athletic Department Overview

INTRODUCTION

It is expected that this handbook will serve as a reference guide, answering some of the questions that will concern you during the course of the year. Please call the athletic office anytime you have a concern or question.

The University Interscholastic League is the governing body of the athletic programs in Texas Public Schools. The Katy ISD Board of Education, administrators, coaches and teachers fully support the UIL and its enforcement of the rules.

Understand that athletics is designed to accommodate students who have the ability and emotional stability to handle competition, as we know it in the Katy ISD. Therefore, not all students are capable of competing in the Katy ISD athletic program. One of the difficult tasks faced as a coach is making the judgment as to who should be selected to compete in this program. Students are not obligated to take part in athletics, nor is it required for graduation. It should be stressed that being a member of an athletic team is a privilege and not a right. Since it is a privilege, the coach has the authority to revoke the privilege when rules are not followed.

We are all aware that being involved in athletics demands a lot of time and dedication from coaches and players alike. As a coach, your players and program reflect your attitudes, beliefs and your work ethic. This does not necessarily translate into a superb won-loss record but it does mean that your players and program will have discipline, responsibility and a strong work ethic. Never assume that each athlete is born with these traits. Rather, these traits need to be brought out through a developmental process by you, the coach. We all desire an athletic program that will support the mission of Katy ISD and we ask that all of you involved work hard to make this a reality.

Lance Carter

Lance Carter
Executive Director of Athletics
Katy ISD

Important

Upon review of the Katy ISD Athletic Handbook for 2023-2024, please complete the information below, sign and return this page to your campus athletic coordinator/assistant athletic coordinator.

I have accessed the Katy ISD Athletic Handbook for 2023-2024 and will abide by the guidelines and procedures of the Katy ISD District.

I understand that I can review a hard copy of this document on my campus or in the Katy ISD athletic department.

My signature certifies that I have accessed the Katy ISD On-line Athletic Handbook for 2023-2024.

(Print your name)

(Your signature)

(Date)

(Campus or District Location)

It is the responsibility of the campus athletic coordinator to keep a current signed copy on file in their campus athletic office for each campus staff member.

Katy ISD Athletic Department Transformational Statement

Coaches of the Katy ISD Athletic Program will develop relationships with the student/athletes in their programs in an attempt to empower, inspire and lead them toward excellence in all aspects of life through the development of integrity, respect, character and teamwork.

Katy ISD Athletic Department Mission Statement

Consistent with the mission of the Katy ISD, the Katy ISD athletic department will provide an athletic program that helps develop the whole person through education and competition. In addition, the program will provide student-athletes an opportunity to pursue and understand the values of attitude, character, commitment, leadership, sportsmanship, responsibility, accountability, decision-making, work ethic and team.

KATY ISD ATHLETIC PROGRAM OBJECTIVES

1. Involve as many students as possible in a positive athletic environment.
2. Instill in all students an exemplary work ethic and the qualities of: accountability, citizenship and a high degree of sportsmanship.
3. **Play everyone on all sub-varsity levels if eligible, in good standing and if no game restrictions are in place (i.e. baseball/softball substitution rules).**
4. Develop and maintain a complete and comprehensive off-season program.
5. Have all programs represented with class, character and dignity.
6. Establish programs so that all participants enjoy a positive learning experience.
7. Demonstrate that each of our athletic teams is well coached, highly disciplined and very well organized.
8. Establish District-wide bond of loyalty and pride that reflects the principles, integrity and attitude of the Katy ISD.
9. Ensure that the Katy ISD athletic department objectives support the total mission of the Katy ISD.

COACHING EXPECTATIONS AND FORMS

A. PRACTICE EXPECTATIONS

1. Coach will have a written plan for practice.
2. Coach will show the athletes he/she is interested in their progress as individuals and as a team.
3. Coach will move and circulate throughout practice.
4. Coach will coach with a positive attitude. In addition, when correcting an athlete, give positive feedback first, then make the corrections (i.e.: "You did a great job of getting to the ball. Next time, work on getting your shoulders and hips facing the target."). Coach will try to give positive feedback to every player every day.
5. Coach will be dressed appropriately for practice. Practice attire will be defined by the head coach.
6. Coach will keep accurate practice attendance.
7. Coach will create a clearly defined warm-up routine for each game.

B. GAME DAY EXPECTATIONS

1. All coaches will stay until the final game of the evening is complete to assist with the other games and supervise those student-athletes that remain in the stands.
2. **Coach will ensure that all student-athletes are supervised at ALL times.**
3. Coaches will not allow student-athletes to be released to go home with anyone but their parents and then only with the appropriate paperwork on file.

4. Coach will be dressed appropriately for game days. Game day attire will be defined by the head coach and campus athletic coordinator.

C. FORMS AND INFORMATIONS

1. All **required participation forms** must be completed in their **entirety** and returned to the athlete's head coach or athletic trainer before a student participates in **any** try-out, practice, athletic class, open gym, open weight room, athletic competition, or travels with an athletic team for any purpose.
2. The student is required to use the Pre-participation – Physical Examination Form. **NO OTHER** Physical Examination Form can be accepted as per the UIL. **A new physical exam must be given prior to each school calendar year.** Any physical administered prior to May 1, may not be valid after August 1.

Request for Post-Activity Student Release: This form **MUST** be signed by a parent or guardian in order for the athlete to ride home from an away game. If the form is not turned in, the athlete must ride on the bus back to the campus.

TEA/UIL Academic Eligibility Calendar: This calendar, accessible in the Athletics section of the Katy ISD website, indicates the specific dates on which academic grades are evaluated or reevaluated as well as when students gain/lose eligibility.

KATY ISD ATHLETIC DEPARTMENT ADMINISTRATION

Lance Carter	Executive Director of Athletics
Pat Dowling	Assistant Director of Athletics
Kyle Green	Assistant Director of Athletics
Justin Landers	Assistant Director of Athletics
Angela Spurlock	Assistant Director of Athletics
Sara Guthrie	Aquatics Coordinator
Matt Melendez	Athletic Coordinator
Laurie Mitchell	Marketing & Advertising Coordinator
Julie Vetterick	Admin. Assistant to the Executive Director of Athletics
Casey Conner	Athletic Financial Secretary
Leonor Gutierrez	Legacy Stadium Community Rooms Event Coordinator
Susan Moody	Athletic Department Secretary
Cindy Tanner	Athletic Department Secretary

KATY ISD HIGH SCHOOL CAMPUS ATHLETIC ADMINISTRATION

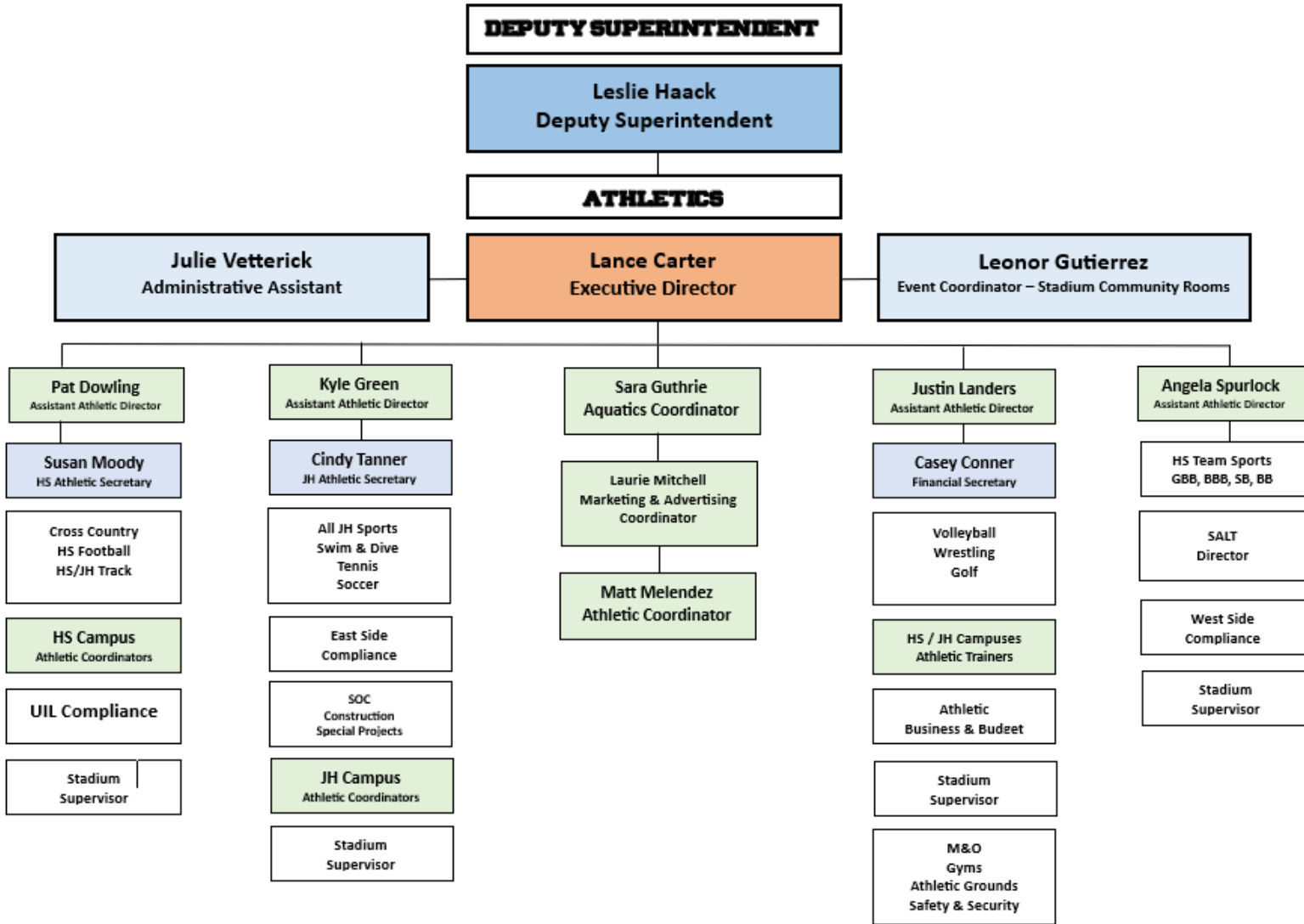
Chris Dudley	Cinco Ranch HS Athletic Coordinator
Suzanne Reeve	Cinco Ranch HS Asst. Athletic Coordinator
Mike Rabe	Jordan HS Athletic Coordinator
Jennifer Vaden	Jordan HS Asst. Athletic Coordinator
Gary Joseph	Katy HS Athletic Coordinator
Judy Willock	Katy HS Asst. Athletic Coordinator
J. Jensen	Mayde Creek HS Athletic Coordinator
Jill Voss	Mayde Creek HS Asst. Athletic Coordinator
Ron Counter	Morton Ranch HS Athletic Coordinator
Kisha Jones	Morton Ranch HS Asst. Athletic Coordinator
David Hicks	Paetow HS Athletic Coordinator
Stacey Stroman	Paetow HS Asst. Athletic Coordinator
Jimmy Hamon	Seven Lakes HS Athletic Coordinator
Kaitlyn Eidson	Seven Lakes HS Asst. Athletic Coordinator
Chad Simmons	J.E. Taylor HS Athletic Coordinator
Brooke Plemons	J.E. Taylor HS Asst. Athletic Coordinator
Todd McVey	O.D. Tompkins HS Athletic Coordinator
Tammy Ray	O.D. Tompkins HS Asst. Athletic Coordinator

KATY ISD JUNIOR HIGH SCHOOL CAMPUS ATHLETIC ADMINISTRATION

Billy Huff	Adams JH Athletic Coordinator
Rachel Royse	Adams JH Asst. Athletic Coordinator
Kristi Corn	Beck JH Athletic Coordinator
Scott Radke	Beck JH Asst. Athletic Coordinator
Roy Reyes	Beckendorff JH Athletic Coordinator
Renee Asaro	Beckendorff JH Asst. Athletic Coordinator
Robin Waak	Cardiff JH Athletic Coordinator
Skyler Vela	Cardiff JH Asst. Athletic Coordinator
Anabell Pinedo	Cinco Ranch JH Athletic Coordinator
Trey Nimitz	Cinco Ranch JH Asst. Athletic Coordinator
Dwight Bonner	Haskett JH Athletic Coordinator
Reagan Smith	Haskett JH Asst. Athletic Coordinator
Rhett Middlebrook	Katy JH Athletic Coordinator
Amanda Weese	Katy JH Asst. Athletic Coordinator
Michaela Spicer	Mayde Creek JH Athletic Coordinator
Ansel Carter	Mayde Creek JH Asst. Athletic Coordinator
Carey Palmer	McDonald JH Athletic Coordinator
Naomi Cooper	McDonald JH Asst. Athletic Coordinator
Randy Dennis	McMeans JH Athletic Coordinator
Bree Drury	McMeans JH Asst. Athletic Coordinator
Sandra Bickel	Memorial Parkway JH Athletic Coordinator
Matthew Wicklein	Memorial Parkway JH Asst. Athletic Coordinator
Taqueta Braxton	Morton Ranch JH Athletic Coordinator
Jacob Callen	Morton Ranch JH Asst. Athletic Coordinator
Caitlin Rolens	Seven Lakes JH Athletic Coordinator
Nick Barosh	Seven Lakes JH Asst. Athletic Coordinator
Joshua Harrison	Stockdick JH Athletic Coordinator
Quiana (Griffin) Hancock	Stockdick JH Asst. Athletic
Bryan Blake	Tays JH Athletic Coordinator
Kristen Lauritano	Tays JH Asst. Athletic Coordinator
Chuck Dycus	West Memorial JH Athletic Coordinator
Amanda Houston	West Memorial JH Asst. Athletic Coordinator
Todd Lighter	Woodcreek JH Athletic Coordinator
Lauran DeForke	Woodcreek JH Asst. Athletic Coordinator

Katy ISD Athletic Department Organization

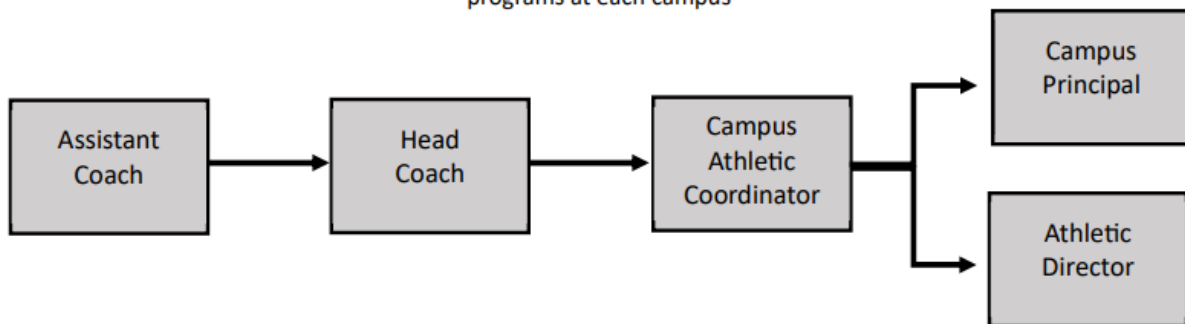
ORGANIZATIONAL CHART : ATHLETICS



ATHLETIC PROGRAM CHAIN OF COMMAND

ATHLETIC PROGRAM CHAIN OF COMMAND

*The Principal, Campus Athletic Coordinator, & Athletic Director will work together to coordinator the athletic programs at each campus



RESPONSIBILITY OF COACHES

A. ATHLETIC DEPARTMENT LINES OF COMMUNICATION

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

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

1. Coach will discuss the issue with the campus athletic coordinator.
2. CAC will decide whether the issue is brought to the Katy ISD athletic office.
3. The Athletic office will contact the UIL – COACHES ARE **NOT** TO CONTACT THE UIL OFFICE.

B. RELATIONS WITH CAMPUS FACULTY

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

Each Katy ISD head coach is responsible for understanding the UIL/TEA No Pass-No Play guidelines and is responsible for the eligibility grade checks for his/her athletes.

C. JUNIOR HIGH PROGRAM EXPECTATIONS

Every junior high is aligned to a designated high school(s). Junior HS athletic coordinators are responsible for the entire administrative and organizational procedures for grades 7-8. All junior high football coaches will work with their respective high school's football spring training sessions and two-a-days. All junior high coaches' expectations are listed on the athletic website under "Staff Information."

D. HIGH SCHOOL PROGRAM EXPECTATIONS

In an effort to further align our JH and HS feeder athletic programs, high school coaches are expected to communicate with their feeder JH's throughout the school year. All high school coaches' expectations are listed on the athletic website under "Staff Information."

E. TITLE IX

Katy ISD Title IX contact is Brian Schuss at 281-396-2351. Regular internal examination can minimize any problems or concerns that may arise. Proactive compliance is the key.

F. STAFF INTEGRITY AND LOYALTY

All staff members will make a 100% commitment to the philosophy, objectives and guidelines of the Katy ISD athletic department.

Maintain a positive working relationship with all members of central office/district support staff.

G. HOLD HARMLESS AGREEMENT

When conducting any activity not directly associated with any UIL sanctioned practice or competition, Katy ISD athletic department approval is needed prior to finalizing the event. A Hold Harmless Agreement must be completed by all participants and kept on file for 2 years by the head coach. Activities include, but are not limited to, lift-a-thons, shoot-a-thons, fun runs, etc. The Hold Harmless Agreement can be found under "Staff" on the Katy ISD athletic website.

H. TRAVEL

Travel by Katy ISD athletic teams or individual athletes **not directly related to a UIL sanctioned activity** (i.e. ropes course or team retreat) must be recommended by the Campus athletic coordinator and Campus Principal, and must receive approval by the Executive Director of Athletics.

DESCRIPTION OF DUTIES

EXECUTIVE DIRECTOR OF ATHLETICS

A. Reports to the Deputy Superintendent

B. General

1. The Executive Director of Athletics shall organize and administer a competitive athletic program within the guidelines of the Katy ISD's Athletic Department Philosophy and Objectives.

C. Specific Duties and Responsibilities

1. Supervise the athletic program of the junior high schools and high schools.
2. Prepare and maintain an athletic department operations manual.
3. Recommend for employment, prospective staff members that meet the high quality standards that the Katy ISD expects in the classroom and on the field.
4. Oversee all interscholastic contests.
5. Direct the Katy ISD Coach of the Year and Foundation Coaches Program.
6. Direct the business affairs of the athletic program including the preparation and administration of the budget.
7. Make periodic reports as requested on the operations of the athletic department.
8. Coordinate and manage all ABC activities as they pertain to the athletic program.
9. Evaluate designated staff within Katy ISD.
10. Develop and maintain the master athletic department operations calendar.
11. Oversee UIL compliance of all athletic programs for junior high schools and high schools.

ASSISTANT DIRECTOR OF ATHLETICS – High School Individual Sports & Junior High Team & Individual Sports

A. Reports to the Executive Director of Athletics

B. General

1. The Assistant Director of Athletics – The position will be responsible for overseeing and managing all duties specific to this assignment in addition to duties assigned by the Director of Athletics.

C. Specific Duties and Responsibilities

1. Responsible for all administrative issues relating to HS Football, Swimming, Diving & Tennis and JH Volleyball, Football, Basketball, Soccer, Tennis and Track
2. Assistant Stadium Coordinator for all Legacy Stadium events.
3. District High School individual sports policies and schedules.
4. Coordinate Katy ISD security procedures for all Junior High events.
5. Assist with Katy ISD Athletic Department master athletic scheduling.
6. Assist as directed with playoff arrangements.
7. Assist with campus hiring procedures throughout the ISD
8. Liaison to HR with the stipend list for each junior high.
9. Assist with all regional meets within Katy ISD.
10. Facilitate the relationship between the junior high schools and high school's athletic programs.
11. Maintain junior high athletic sport guidelines.
12. Conduct UIL compliance meetings/EOS for assigned programs.
13. New coach training.
14. Evaluate Athletic staff as assigned.
15. Approve all JH officials/game worker pay forms.

Other duties as assigned by the Executive Athletic Director.

ASSISTANT DIRECTOR OF ATHLETICS – UIL Compliance (7-12), High School Football, Cross Country, HS Track, JH Track

A. Reports to the Executive Director of Athletics

B. General

1. The Assistant Director of Athletics – The position will be responsible for overseeing and managing all duties specific to this assignment in addition to duties assigned by the Director of Athletics.

C. Specific Duties and Responsibilities

1. Serve as district-wide primary contact and coordinator of all UIL compliance concerns.
2. Responsible for all administrative issues relating to high school Cross Country, HS & JH Track.
3. Develop and oversee all aspects of athletic staff development 7-12.
4. District Cross Country and Track policies and schedules.
5. Athletic department Title IX coordinator.
6. Oversee scheduling of Summer Strength and Conditioning programs.
7. Approves all athletic department reservations in Schooldude.
8. Conduct UIL compliance meetings for all high school sports and EOS meetings for HS Cross Country and HS and JH Track.
9. Coordinate scheduling/procedures and facility requirements for all summer camps.
10. Work with the Executive Director of Athletics on all UIL compliance and procedural requirements.
11. Assist with campus hiring procedures throughout the Katy ISD.
12. Evaluate athletic staff as assigned.
13. Direct new coaches' in-service and new head coaches' in-service.
14. Facilitate the high school stipend lists and send them to HR.
15. Assist in weekly campus athletic coordinator meetings.
16. Approve all athletic-related facility reservations.
17. Other duties as assigned by the Executive Athletic Director.
18. Scholarship / Award Recognitions.
19. Previous Athletic Participation form review.
20. UIL waiver applications.
21. UIL Coaches Certification Program oversight.
22. Conduct UIL compliance meetings/EOS for assigned program.

ASSISTANT DIRECTOR OF ATHLETICS –

- A. Reports to Executive Director of Athletics – HS Football, Volleyball, Basketball, HS Soccer, Softball, Baseball, Grounds / Facilities

- B. General
The Assistant Athletic Director - The position will be responsible for overseeing and managing all duties specific to this assignment in addition to duties assigned by the Director of Athletics.

- C. Specific Duties and Responsibilities
 1. Responsible for all administrative issues regarding HS Football, Volleyball, Basketball, HS Soccer, Softball, Baseball.
 2. District 19-6A, 19-5A, 10-5A HS Football, Volleyball, Basketball, HS Soccer, Softball, Baseball policies and schedules.
 3. Direct playoff arrangements for all assigned programs.
 4. Assist business and operations director in budget planning for all senior high athletics.
 5. Serve as athletic advisor for athletic construction projects.
 6. Liaison between the athletic department and Construction and Maintenance & Operations
 7. Work with the director of maintenance to ensure all athletic fields are safe for use.
 8. Coordinate and schedule yearly JH/HS gym floor refinishing.
 9. Building Modifications
 10. Special Projects
 11. Assist KISD Construction Dept. w/ FF&E.
 12. Evaluate athletic staff as assigned.
 13. Other duties as assigned by the Executive Director of Athletics.
 14. Conduct UIL compliance meetings/EOS for assigned programs.

ASSISTANT DIRECTOR OF ATHLETICS –

- A. Reports to the Executive Director of Athletics

- B. General
 - 1. The Assistant Athletic Director- Business and Operations, HS Football, Sports Medicine, Golf and Wrestling will supervise and coordinate all aspects of the Sports Medicine Program and Athletic Business.

- C. Specific Duties and Responsibilities
 - 1. Manage the business and financial operations for the Katy ISD athletic department.
 - 2. Liaison with Purchasing for athletic department equipment bids.
 - 3. Manages all Katy ISD high school tournaments.
 - 4. Oversees all travel arrangements for playoffs.
 - 5. Coordinate Summer Recreation program and budget.
 - 6. Coordinate and assign athletic trainer coverage for all district athletic events.
 - 7. Secure ambulance and doctor coverage as needed for all district athletic events.
 - 8. Develop and implement district sports medicine guidelines.
 - 9. Supervise all district athletic trainers.
 - 10. Work with the Director of Maintenance to ensure all athletic facilities are safe and properly cleaned and sanitized.
 - 11. Work with the Director of Risk Management to ensure athletic insurance procedures are followed.
 - 12. Work with the Director of Nurses to help coordinate the services of the athletic trainer and the school nurses.
 - 13. Organize and monitor all of the UIL required physical examinations for all athletics 7-12.
 - 14. Monitor and ensure all UIL forms are current and readily available for all district campuses.
 - 15. Assist in the recruitment and employment of the district athletic trainers.
 - 16. Develop and implement health and safety education programs for all athletic trainers, district coaches, athletes, and parents.
 - 17. Coordinate CPR and first aid training for all district coaches.
 - 18. Advise the Executive Director of Athletics on new and existing regulations as they pertain to athletic training.
 - 19. Maintain a set of emergency procedures.
 - 20. Maintain Athletic Trainer emergency contact list.
 - 21. Coordinate all UIL compliance/schedules/EOS meetings for assigned programs.
 - 22. Assist in budget planning for all high school athletic programs.
 - 23. Conduct UIL compliance meetings/EOS for assigned programs.
 - 24. Other duties as assigned by the Executive Athletic Director.

DISTRICT ATHLETIC COORDINATOR

A. Reports to the Executive Director of Athletics

B. Specific Duties and Responsibilities

1. Responsible for the collection and analysis of data related to athletic participation and results with a focus on district-wide improvement of athletic performance. Responsible for the completion of all UIL required participation reports.
2. Assist the district webmaster and assistant athletic director secretary in charge of special projects to maintain and constantly improve the KISD athletic website.
3. Work with the central athletic staff, KISD communications department and the campuses to maximize the effectiveness of all social media platforms related to district and campus athletic programs.
4. Coordinate all district - sponsored tournaments and meets.
5. Assist district athletic director with the formation and formatting of district athletic schedules.
6. Coordinate and lead the process of collecting and analyzing athletic academic performance data.
7. Assist with the preparation and organization of all district athletic staff development meetings and events. Work with curriculum department and coaching staffs to ensure that all coaches attend required staff development courses, and that curriculum department is aware of all KISD coaching responsibilities that might conflict with assigned staff development.
8. Work with athletic staff to coordinate and monitor all Rank One processes including scheduling, rostering, and athletic performance results.
9. Assist the assistant athletic director with the ordering and organization of all awards related to athletic participation (trophies, plaques, medals, ribbons).
10. Coordinate the organization and preparation for the hosting of all KISD regular season/playoff events and district athletic meetings.
11. Assist the assistant athletic directors and finance coordinator with all purchasing processes.
12. Assist with the revision and yearly update of the KISD athletic handbook.
13. Coordinate the compilation and recognition of all championship teams and programs at the HS/JH levels
14. Provide quality customer service to employees, departments and guests of the athletics and aquatics departments for the benefit of our student-athletes.

DISTRICT AQUATICS COORDINATOR

C. Reports to the Executive Director of Athletics

D. General

1. The Aquatics Coordinator is responsible for the management, maintenance, and operations of all Katy ISD Natatoriums.
2. The Aquatic Coordinator will ensure the aquatic facilities are operated within the standards of the Federal, State and Local Regulations.

E. Specific Duties and Responsibilities

1. Develop and implement a comprehensive training program for all school employees who use the natatoriums with their students. This would include facility safety rules, the facility emergency response plan and general aquatic safety information.
2. Develop and implement a procedure for the inspection and documentation of facility equipment safety and water sanitation as required by law.
3. Develop and implement a plan for emergency response drills for school programs which use the Katy ISD Natatoriums.
4. Develop and implement a program to recruit, hire and train lifeguards for school or non-school use of Katy ISD Natatoriums.
5. Develop and implement procedures and requirements for outside groups who use Katy ISD Natatoriums.
6. Develop and implement a plan to monitor and supervise outside groups who use Katy ISD Natatoriums.
7. Oversee all scheduling of Katy ISD Natatoriums by both school and non-school groups.
8. Work with Katy ISD Department of Construction on the new design of natatoriums.
9. Develop and manage the operations budget for the natatoriums.
10. Manage and supervise the Katy ISD summer recreation swim program.
11. Work with the Director of Maintenance to ensure all athletic natatoriums are safe for use.
12. Other duties as assigned by the Executive Athletic Director.

ADMINISTRATIVE ASSISTANT TO EXECUTIVE DIRECTOR OF ATHLETICS

A. Reports to the Executive Director of Athletics

B. General

1. The Administrative Assistant to the Executive Director of Athletics is responsible for overseeing and managing all duties specific to this position in addition to other duties assigned by the Executive Director of Athletics.

C. Specific Duties and Responsibilities

1. Assist the Executive Director of Athletics with all special projects.
2. Handle all athletic administrative duties as requested by UIL District 19-6A.
3. UIL Documents.
4. UIL administrative support.
5. Manage/order Booster Club/District Passes HS/JH.
6. Webmaster for Athletic Website and HS/JH Campus Athletic Websites.
7. Liaison to Athletic Booster Clubs.
8. Press box hospitality for AD/Board during football season.
9. Compose letters/memos and type all other department correspondence as needed.
10. Maintain and update all information throughout the school year for the Katy ISD Athletic Handbook.
11. Manage Eduphoria.
12. Athletic office facility reservations / catering.
13. Legacy and Rhodes Stadium reservations.
14. Awards coordinator.
15. Kronos manager.
16. Backup for submitting work orders.
17. Other duties as assigned by the Executive Director of Athletics.

ATHLETIC DEPARTMENT STADIUM COMMUNITY ROOMS COORDINATOR

A. Reports to the Executive Director of Athletics

B. General

1. This position is responsible on a daily basis for maintaining and coordinating meetings in the community rooms.

C. Specific Duties and Responsibilities

1. Plan, set-up and supervise facility events held at the stadium complex meeting rooms.
2. Meet with prospective clients to define needs and develop service options.
3. Manage the selling of season football tickets.
4. Manage game day ticketing.

ATHLETIC DEPARTMENT FINANCIAL SECRETARY

A. Reports to the Executive Director of Athletics

B. General

1. The Athletic Department Financial Secretary is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Assistant Athletic Director – Business/Operations/SMC.

C. Specific Duties and Responsibilities

1. Preparing, inputting, maintaining, reconciling & close out annual budget for:

- Summer Recreation
- Central Athletic Dept.
- Rhodes Stadium

2. Outside Athletic events in which Katy ISD hosts Playoffs.

3. Financial Secretary for UIL District 19-6A.

4. Processing purchase orders for the above groups.

5. Closing out purchase orders according to invoices.

6. Processing employee reimbursement/mileage reports for the Coaches and the Athletic Department.

7. Prepare all financial reports pertaining to the football season games.

8. Prepare all financial reports for UIL pertaining to football and basketball playoffs.

9. Reconcile expenses for all playoff games hosted by Katy ISD from net gate receipts by either invoicing or sending checks to both participating schools.

10. Processing warehouse requisition for the above groups.

11. Deposit funds for Legacy and Rhodes Stadium and Central Athletics.

12. Reimbursement for Summer Recreation & Katy ISD Campus.

13. Processing & maintaining capital pool, special request as well as capital purchase from special funding.

14. Prepare a monthly sales tax report.

15. Process and maintain all athletic travel.

16. Keeping track for game settlement owed to Katy ISD.

17. Tagging and inputting all fixed asset items for Legacy and Rhodes Stadium and Athletic Dept.

18. Prepare working cash for:

- All Legacy and Rhodes Stadium events
- All Athletic events in the Leonard Merrell Center except for the Southland Conference

ATHLETIC DEPARTMENT SECRETARY

- A. Reports to the Executive Director of Athletics

- B. General
 - 1. The Athletic Department Secretary is responsible for overseeing and managing all duties specific to this position in addition to the duties assigned by all Assistant Directors of Athletics.

- D. Specific Duties and Responsibilities
 - 1. Answer phones and greet visitors.
 - 2. Open and distribute mail.
 - 3. Compose letters/memos and type all other department correspondence as needed.
 - 4. Maintain/update athletic emergency phone list.
 - 5. Submit Print Shop requests as needed.
 - 6. Prepare each week the athletic event calendar.
 - 7. Input maintenance work orders for all high school athletic facilities.
 - 8. Summer Recreation payroll.
 - 9. High School Officials Pay/Game Workers.
 - 10. Kronos Assistant Manager.
 - 11. Assist with the athletic website.

ATHLETIC DEPARTMENT SECRETARY

A. Reports to the Executive Director of Athletics

B. General

1. The Athletic department Secretary is responsible for overseeing and managing all duties specific to this position in addition to the duties assigned by all Assistant Directors of Athletics.

C. Specific Duties and Responsibilities

1. Answer phones and greet visitors.
2. Open and distribute mail.
3. Maintain/update junior high athletic emergency phone list.
4. Preparing, inputting, maintaining, reconciling & close out the annual budget for Junior High.
5. Process purchase orders for Junior High.
6. Close-out purchase orders for Junior High.
7. Input maintenance work orders for all junior high school athletic facilities.
8. Junior High Officials Pay/Game Workers.
9. Assist Aquatics Coordinator w/ administrative duties.
10. Athletic Business Support
11. Eduphoria
12. Junior High Financial Operations
13. Junior High General Passes

HIGH SCHOOL CAMPUS ATHLETIC COORDINATOR

- A. Reports to the Executive Director of Athletics and Campus Principal

- B. General
 - 1. The High School Campus athletic coordinator is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Executive Director of Athletics.

- C. Specific Duties and Responsibilities
 - 1. Coordinate and administer the Campus High School Athletic Program in accordance with Katy ISD and UIL athletic objectives and policies.
 - 2. Manage campus athletic budget. All High School athletic purchases must be routed to the Campus Athletic secretary and approved by the Executive Director of Athletics.
 - 3. Interview candidates for campus athletic positions and make recommendations to the Principal/Executive Director of Athletics.
 - 4. Make all high school coaching assignments with approval of the campus principal and Executive Director of Athletics.
 - 5. Coordinate all campus level athletic schedules.
 - 6. Maintain a complete and accurate high school athletic equipment inventory.
 - 7. Submit any and all necessary requests as per Katy ISD Athletic Administration.
 - 8. Monitor junior high school implementation of philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the high school head coach.
 - 9. Manage any and all campus-based Athletic Booster Clubs following all UIL and Katy ISD policies.
 - 10. Supervise and evaluate the performance of all campus-based programs and coaches.
 - 11. Possess and demonstrate the ability of effective communication with students, staff, faculty and community at all times.
 - 12. Must understand and effectively communicate the process of all areas of the NCAA Eligibility Center.
 - 13. Possess a thorough knowledge of all UIL rules and regulations.
 - 14. Develop a program to ensure that all phases of UIL compliance are adequately addressed each year with athletes, staff, parents, faculty and community.
 - 15. Assist all other coaches in the planning and management of their programs as needed.
 - 16. Assist with the management of all UIL competitive activities that occur at the home campus as well as additional tournaments/meets held within the district.
 - 17. Complete an annual evaluation of all coaches assigned to campus.
 - 18. Assist the central athletic office with annual reviews and recommendations of all interscholastic competitive programs provided by the district.
 - 19. Coordinate and schedule all necessary event supervisors and game support staff for all campus-based athletic activities.
 - 20. Attend and encourage attendance at professional workshops and conventions.
 - 21. Encourage membership in professional organizations.
 - 22. Expect each campus athletic program to maintain discipline.
 - 23. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games.
 - 24. Monitor and manage PAPH's from all athletic programs.
 - 25. Follow Katy ISD chain-of-command.

HIGH SCHOOL CAMPUS ASSISTANT ATHLETIC COORDINATOR

A. Reports to Campus Athletic Coordinator and Campus Principal

B. General

1. The High School Campus Assistant Athletic Coordinator is responsible for assisting the Campus Coordinator in overseeing and managing all duties specific to this position in addition to duties assigned by the Athletic Campus Coordinator.

C. Specific Duties and Responsibilities

1. Assist Coordinator to coordinate and administer the Campus High School Athletic Program in accordance with Katy ISD athletic objectives and guidelines.
2. Responsible for collecting CPR, AED and First Aid compliance cards and forward copies of all cards to the Athletic Office.
3. Responsible for creating gym guidelines at their campus.
4. Assist with Campus athletic coordinator to ensure the preparation of all Campus athletic events.
5. Assist Coordinator with all High School coaching assignments with approval of the Executive Director of Athletics.
6. Assist in coordinating all campus level athletic schedules.
7. Assist Coordinator in maintaining a complete and accurate high school athletic equipment inventory.
8. Submit any and all necessary requests as per Katy ISD Athletic Administration.
9. Assist in monitoring Junior high School implementation of philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Head coach.
10. Assist in interviewing candidates for campus athletic positions.
11. Assist Coordinator in evaluating the performance of all campus-based programs and coaches.
12. Possess and demonstrate the ability of effective communication with students, staff, faculty and community at all times.
13. Possess a thorough knowledge of all UIL rules and regulations.
14. Assist all Head coaches in the planning and management of their programs as needed.
15. Assist with the management of all UIL competitive activities that occur at the home campus as well as additional tournaments/meets held within the district.
16. Coordinate and schedule all necessary event supervisors and game support staff for all campus-based athletic activities.
17. Assist CAC with development of a program to ensure that all phases of UIL compliance are adequately addressed each year with athletes, staff, parents, faculty and community.
18. Monitor and manage all PAPP's for all athletic programs.

CAMPUS ATHLETIC SECRETARY

- A. Reports to Campus Athletic Coordinator

- B. General
 - 1. The Campus Athletic Secretary is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Executive Director of Athletics.

- C. Specific Duties and Responsibilities
 - 1. Provide daily administrative and clerical support for campus based athletic personnel.
 - 2. Manage district/campus athletic budgets.
 - 3. Prepare weekly ticket sales/gate reports, game worker/officials reports and deposits for HS and JH level campus events.
 - 4. Assist coaching staff with event check requests, user fees, fundraising and other various revenue producing venues.
 - 5. Generate/process PO's and receive/distribute PO merchandise.
 - 6. Work with Vendors collecting quotes/bids and the timely receiving of merchandise.
 - 7. Liaison with campus Athletic Booster Clubs and Team Parents.
 - 8. Manage flow of athletic information through campus athletic websites, parent distribution lists and district level websites.
 - 9. Generate campus athletic maintenance requests.
 - 10. Greet/direct all athletic visitors.
 - 11. Liaison with college recruiters.
 - 12. Athletic letter jacket facilitation with staff/students.
 - 13. Assist with data management for Rank One, MUNIS and E-School Plus.
 - 14. Assist coaching staff with parent meetings, hospitality, banquets and season celebrations.
 - 15. Liaison with campus athletic and district level reservation requests.
 - 16. Maintain seasonal athletic recognitions for district reports.
 - 17. Maintain up-to-date knowledge of district office and financial systems.
 - 18. Manage/maintain campus athletic team inventories.
 - 19. Liaison with Media (print, web, radio, TV) for Awards Information.
 - 20. Maintain good rapport with staff, students, parents and district personnel.
 - 21. Other duties as assigned by the CAC.

HEAD COACHES (HIGH SCHOOL)

- A. Reports to the Campus Athletic Coordinator and Campus Principal

- B. General
 - 1. The head coach will coordinate his/her program for grades 7-12 and supervise assistant coaches working in his/her sport.

- C. Specific Duties and Responsibilities
 - 1. Communicate with the Campus athletic coordinator on staff assignments concerning his/her sport.
 - 2. Design offense, defense and techniques to be used in that sport for Grades 7-12.
 - 3. Responsible and accountable for all UIL rules governing sport specific programs.
 - 4. Responsible for all UIL matters as designated by the Executive Director of Athletics.
 - 5. Manage, inventory, and purchase all equipment concerning his/her sport through the Campus athletic coordinator.
 - 6. Each Head coach is responsible for the individual public relations of his/her sport through the Campus athletic coordinator.
 - 7. Secure game officials for all high school level games.
 - 8. Secure event supervisors for all high school level games as assigned by the CAC.
 - 9. Supply visiting team needs and take care of any other requirements for the orderly performance of contests.
 - 10. See to it that **EACH** participant has clearance through the athletic trainer before participation in athletics, **INCLUDING** athletic period.
 - 11. Advising Assistant Director of Athletics on general management and care of his/her facility.
 - 12. Coordinate athletic period enrollment for incoming 9th graders with Junior high School coaches.
 - 13. Responsible for submitting to the Athletic Office copies of any guidelines, procedure, and/or correspondence for his/her specific sport for approval by the Executive Director of Athletics prior to distribution.
 - 14. Abide by Katy ISD policy of awarding letters, plaques, and certificates to athletes.
 - 15. Maintaining a year-to-year Letterman's list.
 - 16. Reporting any injury sustained by an athlete to the Athletic Trainer.
 - 17. Each Head coach is responsible for the dress, behavior and conduct of all his/her teams. If team rules, as set by the Head coach, are violated, the Head coach will deal with each situation.
 - 18. Report schedule changes, at any level, to Assistant Director of Athletics.
 - 19. Attend Junior high School events, primarily as it pertains to your sport.
 - 20. All guideline and procedural matters pertaining to your sport at each Junior high School must be first routed to Junior high School Athletic Coordinator.
 - 21. Responsible for reporting scores to the Athletic Office the first working day following the game. This includes levels 9-12.
 - 22. Post-season equipment inventory will be turned in to Campus athletic coordinator.
 - 23. Scheduling of Athletic Banquets will be processed through the Campus Athletic Office.
 - 24. Responsible for Katy ISD Athletic Code of Conduct.
 - 25. Monitor Booster Club operation and secure athletic department approval for all Booster Club Passes.
 - 26. Develop a professional development plan for a specific sport.
 - 27. Create a procedures plan for your specific event supervisor.
 - 28. Responsible for submitting cut lists to the **CAC** before releasing to parents/students.

29. Monitor eligibility of all student athletes on a year round basis.
30. File all sport specific District/UIL reports.
31. Establish new student procedures for specific sports.
32. Organize program communication procedures.
33. Develop a vision and plan for a sport specific program.
34. Create structured game day routines for staff and players.
35. Organize and/or oversee all sport specific home athletic events.
36. Responsible for character and direction of overall sport specific program.
37. Specify program objectives and how you will obtain them. **Due at the Compliance meeting.**
38. Head coaches should order awards at least one month ahead of the date of the actual event.
39. Athletic schedules are to be approved by the Katy ISD Athletic department **PRIOR** to any release.
40. Attend all Katy ISD Athletic department/Campus Athletic department meetings.
41. Attend mandated campus head coaches meetings as prescribed by CAC, as well as campus-based and Katy ISD district-wide meetings.
42. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games.
43. Responsible for the daily maintenance and security of all facilities and equipment.
44. Communicate utilizing the prescribed chain of command.
45. Complete a comprehensive EOY review of all sports programs annually with recommendations to CAC.
46. Other duties as assigned by CAC.
47. Issue detailed and comprehensive expectations to assistant coaches.
48. Initiate and track all PAPF's and waivers for sport programs.

ASSISTANT COACHES – HIGH SCHOOL

- A. Reports to Head Coach, Campus Athletic Coordinator and Executive Director of Athletics

- B. General
 - 1. To properly execute the philosophy, objectives and techniques of the sport he/she is coaching and provides quality assistance to the Head coach in teaching athletes.

- C. Specific Duties and Responsibilities
 - 1. Consult with the Head coach on all matters relating to the operations, philosophy and objectives of specified sport.
 - 2. Carry out job assignments as issued by the Head coach.
 - 3. Make every effort to attend other sport contests at High School and Junior high School.
 - 4. Coach in a positive manner and strive to bring out the best in each athlete.
 - 5. Attend all mandated campus-based and Katy ISD district-wide meetings.
 - 6. Exhibit professional appearance through good grooming habits and appropriate attire at school, practices and games.
 - 7. Communicate utilizing the prescribed chain of command.
 - 8. Other duties as assigned by CAC.

JUNIOR HIGH SCHOOL CAMPUS ATHLETIC COORDINATOR

A. Reports to Executive Director of Athletics and Campus Principal

B. General

1. The Junior High School Campus athletic coordinator is responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Executive Director of Athletics.

C. Specific Duties and Responsibilities

1. Organize and administer the Junior High School Athletic Program.
2. Hire campus athletic personnel and make coaching assignments with approval of the Assistant Director of Athletics.
3. Assist in developing all Junior High School athletic schedules, with approval of Assistant Athletic Director.
4. Maintain a complete and accurate Junior High School athletic equipment inventory.
5. Submit any and all necessary requests as per Assistant Director of Athletics.
6. Responsible for maintaining records of all mandatory training for coaching staff.
7. Implement philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Head coach.
8. Responsible for game report forms/user fee deposits and campus budget.
9. Ensure all injuries are reported to the Athletic Trainer. Communicate with Trainer in regards to injuries.
10. Coordinate and schedule all necessary event supervisors and game support staff for all campus-based athletic activities.
11. Confirm game officials for all Junior high School contests.
12. Evaluate all campus staff.
13. Complete all compliance documents at beginning and end of seasons with the assistance of the head coach of the sport.
14. Responsible for having a thorough knowledge of all UIL rules and regulations.
15. Send in all work requests for PE/Athletic fields and areas.
16. Make sure Rank One is maintained.
17. Physicals/Consent to treat – organizes and checks.
18. Maintain eligibility reports.
19. Follow Katy ISD Chain of Command.
20. Assist HS head coaches with gathering information about potential athletes as well as distribute information to those athletes from the HS coaches. (Fish Camps, Meet the Coaches, Skill Sessions, S & C Camps)
21. Responsible for coordination/completion of concussion management protocol with the high school trainer.
22. Submit practice schedule reservations to campus reservation contact. Approve all reservations for campus facilities.
23. Maintain/Schedule the campus athletic facilities through the Campus Office and the Katy ISD Athletic Office.

JUNIOR HIGH SCHOOL CAMPUS ASSISTANT ATHLETIC COORDINATOR

A. Reports to Campus Athletic Coordinator and Principal

B. General

1. The Junior high Campus Assistant Athletic Coordinator is responsible for assisting the Campus Coordinator in overseeing and managing all duties specific to this position, in addition to duties assigned by the Athletic Campus Coordinator.

C. Specific Duties and Responsibilities

1. Assist the Campus athletic coordinator in coordinating & administering the Campus Junior high Athletic Program in accordance with Katy ISD athletic objectives and guidelines.
2. Responsible for assisting the Campus athletic coordinator in creating gymnasium guidelines at their campus.
3. Assist the Campus athletic coordinator in the preparation and management of all indoor athletic events.
4. Assist the Campus athletic coordinator in the preparation and management of all outdoor facilities for athletic events.
5. Assist the Campus athletic coordinator with all junior high coaching assignments with approval of the Executive Director of Athletics.
6. Assist the Assistant Director of Athletics in coordinating all campus level athletic schedules.
7. Assist the Campus athletic coordinator in maintaining a complete and accurate junior high athletic equipment inventory.
8. Submit any and all necessary requests as per Katy ISD Athletic Administration.
9. Assist the Campus Principal and Campus athletic coordinator in interviewing candidates for campus athletic positions.
10. Assist the Campus athletic coordinator in evaluating the performance of all campus-based programs and coaches.
13. Responsible for demonstrating effective communication with students, staff, faculty and community at all times.
14. Responsible for having a thorough knowledge of all UIL rules and regulations.
15. Assist all other coaches in the planning and management of their programs as needed.
16. Assist with the management of all UIL competitive activities that occur at the home campus as well as additional tournaments/meets held within the district.
17. Assist the Campus athletic coordinator in scheduling all necessary event supervisors and game support staff for all campus-based athletic activities.
18. Assist in completing monthly checks of all Campus Athletic department AED machines.

HEAD COACHES - JUNIOR HIGH SCHOOL

- A. Reports to Junior High School Athletic Coordinator, Campus Principal and High School Head Coach.
- B. General
 - 1. Junior high School Head coaches are responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Assistant Director of Athletics.
- C. Specific Duties and Responsibilities
 - 1. Organize and administer a program that is beneficial for the student-athlete and prepares them for high school. Implement philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Coaching staff.
 - 1. Conduct a parent meeting at the start of the season (Turn in parent sign-in sheet).
 - 2. Develop a parent packet to be distributed during the parent meeting. Include items such as: game schedules, practice schedules, expectations for athletes and parents, direction to games. Provide a copy to the Athletic Coordinator/Assistant Coordinator.
 - 3. Manage and maintain the athletic equipment for your sport. *If you have anything you are no longer using, broken, or old, please let the Athletic Coordinator or Assistant Coordinator know so it can be discarded. Please be prepared to provide specifics such as how many, exact items, etc.*
 - 4. Submit all requisitions for equipment and supplies to the Athletic Coordinator/Assistant Coordinator.
 - 5. Support the feeder high school program and meet with the high school coaches as needed.
 - 6. Submit game scores to the appropriate district sport coordinator.
 - 7. Assign coaching positions within sport.
 - 8. Communicate expectations with coaches in a preseason meeting as well as written sport specific expectations. Provide the campus athletic coordinator with your sport specific expectations.
 - 9. Keep your Principal and administration notified of all important events, activities and game results via the web, newsletter, emails etc.
 - 10. Assign game workers if needed (gate, scorebook, scoreboard, event worker, etc.)
 - 11. Complete deposits (gate, t-shirt, etc.).
 - 12. Responsible for checking eligibility regarding grades through eSchool.
 - 13. Will maintain the Rank One Sports program by entering practice and game schedules, rosters, and results.
 - 14. Responsible for having a thorough knowledge of all UIL rules and regulations.
 - 15. Responsible for submitting game worker forms to the Athletic Department.
 - 16. Responsible for entering bus requests (Using Travel Yellow Bus budget code).
 - 17. Conduct Emergency Drill with each team (or grade level) at the beginning of the season. Provide documentation to the Athletic Coordinator (use attached worksheet).
 - 18. Attend District Head Coach Sport Compliance Meeting (Pre-Season) as well as the End of Season Meeting.
 - 19. Complete the Athletic department End of Season Report.
 - 20. Set game day dress code.

ASSISTANT COACHES – JUNIOR HIGH SCHOOLS

- A. Reports to Junior High School Athletic Coordinator, Campus Principal and High School Head Coach.

- B. General
 - 1. Junior High School Assistant Coaches are responsible for overseeing and managing all duties specific to this position in addition to duties assigned by the Assistant Director of Athletics.

- C. Specific Duties and Responsibilities
 - 1. Assistant coaches are responsible for organizing and administering the programs set by each Head coach of his/her sport.
 - 2. Managing and maintaining the athletic equipment for his/her sport. (Head coach of sport)
 - 3. Providing directions to game sites.
 - 4. Supporting the High School Coaching staff. JH football coaches will assist their feeder high school with Spring Training and/or freshman camps.
 - 5. Assistant Coaches will not dismiss a player from the program without first meeting with the Athletic Coordinator.
 - 6. Coach will follow the school rules as set forth by the campus principal including, but not limited to dress code, duty schedules and in-services.
 - 7. Coaches will be required to attend sport specific in-services and campus functions. (i.e.: annual bus in-service, annual bus physicals, CPR, AED, First Aid, District UIL meeting, student athletic physicals, etc.).
 - 8. Coach will return parent phone calls and emails within 24 hours.
 - 9. Coach will document as well as inform the Athletic Coordinator/Assistant Coordinator and Campus Principal in the event of an emergency or problem that may have occurred at an event or practice. (i.e.: injury, rule infraction, parent concern).
 - 10. Coach is responsible for the supervision and safety of all athletes during practices, games and parent pickup.
 - 11. Coach will maintain the highest level of professionalism while coaching and while on campus.
 - 12. All coaches that are not in season may be assigned to perform duties for sports that they are not assigned to. (i.e.: track meets, golf and/or tennis matches, and campus tournaments).
 - 13. Coach will dress professionally in all circumstances including, the classroom, on the practice court and during games. Classroom dress code will be set by the Principal.
 - 14. Responsible for having a thorough knowledge of all UIL rules and regulations.
 - 15. Coach will be on time for practices and game day responsibilities. If you are running late and/or are caught in a school based meeting, please contact another coach to supervise your team.
 - 16. Coach will be a positive role model.
 - 17. Coach will speak positively about the student-athletes and staff in public and with other coaching professionals.

CAMPUS HEAD ATHLETIC TRAINER

- A. Reports to Campus Athletic Coordinator

- B. General
 1. The Head Athletic Trainer shall coordinate coverage, treatment, rehabilitation and physician referral for all athletic and designated UIL programs.

- C. Specific Duties and Responsibilities
 1. Plan & implement a comprehensive athletic injury and illness prevention program for student athletes.
 2. Detect and resolve environmental risks to athletes.
 3. Educate students/athletes on health and safety issues.
 4. Assist the CAC with all Staff Development pertaining to athlete safety in accordance w/ State mandates and UIL Policies.
 5. Follow all UIL/KISD sports medicine guidelines.
 6. Establish and maintain effective communication with students, parents, medical personnel, coaches, and other staff.
 7. Establish specific procedures to be carried out by a coach or student trainer in the event of a medical emergency.
 8. Respond to emergencies and make quick, independent judgments about how to deal with injuries with athletes.
 9. Care for all injuries that athletes sustain while participating in designated UIL athletic programs.
 10. Manage athletic injuries by utilizing established standards of care.
 11. Compile, maintain, and file all physical and computerized reports, records, and other documents.
 12. Manage the school Athletic Insurance program at the campus and the feeder junior highs.
 13. Provide appropriate support for injuries sustained to athletes at the feeder junior highs.
 14. Distribute to athletes and coaches all necessary UIL medical paperwork.
 15. Coordinate and manage athletic physical examinations on your campus.
 16. Select, train, and supervise student trainer assistants.
 17. Be available for all HOME events (freshman through Varsity) in case of emergency.
 18. Will assure that a staff athletic trainer travels to out-of-town with varsity football.
 19. Coordinate attendance of team doctors at varsity home football games.
 20. Attend practice sessions and athletic contests as assigned by the Athletic Coordinator.
 21. Order and inventory all medical supplies.
 22. Provide visiting athletic teams with appropriate hospitality.
 23. Follow Katy ISD chain-of-command.
 24. Perform other duties assigned by the Athletic Coordinator.

CAMPUS ASSISTANT ATHLETIC TRAINER

- A. Reports to Campus Athletic Coordinator.

- B. General
 - 1. The assistant athletic trainer shall assist the head athletic trainer in the coordination of coverage, treatment, rehabilitation and physician referral for all athletic and designated UIL programs.

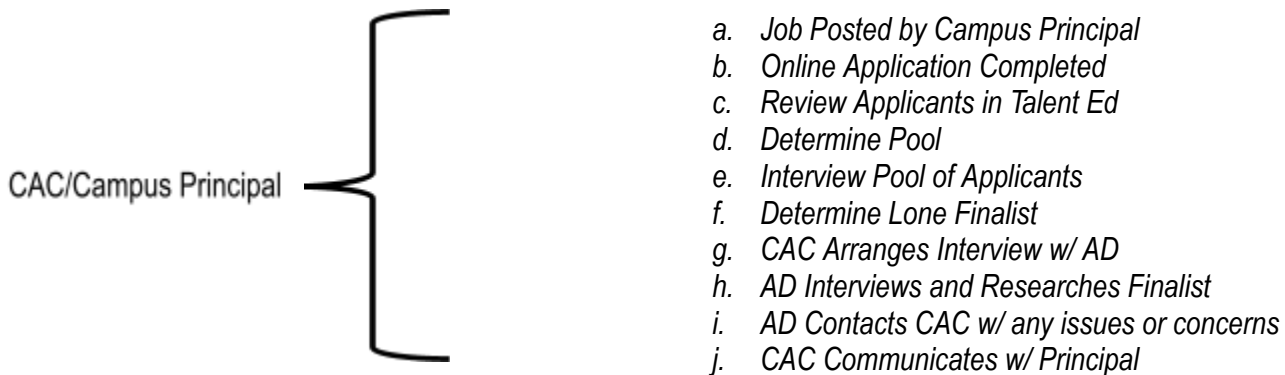
- C. Specific Duties and Responsibilities
 - 1. Assist in the plan & implementation of a comprehensive athletic injury and illness prevention program for student athletes.
 - 2. Detect and resolve environmental risks to athletes.
 - 3. Educate students/athletes on health and safety issues.
 - 4. Assist the head athletic trainer with all Staff Development pertaining to athlete safety in accordance w/ State mandates and UIL Policies.
 - 5. Follow all UIL/KISD sports medicine guidelines.
 - 6. Establish and maintain effective communication with students, parents, medical personnel, coaches, and other staff.
 - 7. Assist in establishing specific procedures to be carried out by a coach or student trainer in the event of a medical emergency.
 - 8. Respond to emergencies and make quick, independent judgments about how to deal with injuries with athletes.
 - 9. Care for all injuries that athletes sustain while participating in designated UIL athletic programs.
 - 10. Manage athletic injuries by utilizing established standards of care.
 - 11. Compile, maintain, and file all physical and computerized reports, records, and other documents.
 - 12. Assist managing the school athletic insurance program at the campus and the feeder junior highs.
 - 13. Provide appropriate support for injuries sustained to athletes at the feeder junior highs.
 - 14. Distribute to athletes and coaches all necessary UIL medical paperwork.
 - 15. Assist in the Coordination and management of athletic physical examinations on your campus.
 - 16. Assist in the selection, training, and supervision of student trainer assistants.
 - 17. Be available for all HOME events (freshman through Varsity) in case of emergency.
 - 18. Attend practice sessions and athletic contests as assigned by the head athletic trainer or athletic coordinator.
 - 19. Assist in ordering and inventory all medical supplies.
 - 20. Provide visiting athletic teams with appropriate hospitality.
 - 21. Follow Katy ISD chain-of-command.
 - 22. Perform other duties assigned by the head athletic trainer or athletic coordinator.

HIRING PROCEDURES

Hiring Process Involving Coaches

The athletic department will be involved in the hiring process of coaches to avoid hiring coaches who may have had UIL issues in the past.

Responsibility of the campus athletic coordinator is to assist the campus principal in hiring athletic department personnel.



Here is an example of an applicant that we would have reservations hiring:

Mount Vernon High School – The State Executive Committee issued Coach Joe Thomas a public reprimand and one-year probation for violations of the UIL Constitution & Contest Rules and Off-Season and Non-School Participation Regulations.

PROFESSIONAL DEVELOPMENT MANDATORY TRAININGS

All coaches must complete all required training *prior* to the start of instruction of athletes.

1. **CPR/AED/FA Certification** - All Katy ISD Coaches must maintain a current Red Cross and/or American Heart certification in Adult CPR/AED/FA. Campus coordinators are responsible for verifying each coach has a current certification and updating information in Rank One.
2. **Concussion Education Program** – All coaches are required to do annual concussion training. KISD will only accept the NFHS Concussion in Sports training. Course information can be found at www.nfhslearn.com. Print certificate and turn in to your athletic coordinator. Athletic coordinators are responsible for updating the information in Rank One.
3. **UIL- Coaches Certification Program-** All KISD/UIL Coaches must complete this program annually. The program consolidates all UIL required training into one program. You can register and complete the program online at the UIL Portal link on the UIL Athletics webpage. Coordinators can view completion records of their coaches in the system, no certificates need to be printed.
4. **New Coaches Training-** All coaches new to Katy ISD are required to attend New Coaches in-service; this includes current teachers who have not coached in Katy ISD previously. This training is for all new junior high coaches (head or assistant) and all new high school assistant coaches.

5. **New High School Head Coaches Training-** All coaches who are new high school head coaches in Katy ISD must attend. This training is for high school head coaches only.
6. **New Junior High Coordinator Training-** Campuses with new junior high coordinators are required to attend.
7. **All Football coaches** must have current Atavus tackling certification.
8. **All Katy ISD coaches** must attend the **KISD/UIL Compliance Meeting**
9. **All Katy ISD coaches** are expected to get bus driver certification. Coaches must attend annual training and have an annual physical examination to maintain their bus driver certification. For Information about how to obtain bus certification, please call the transportation center that services your campus.

PROFESSIONAL MEMBERSHIPS

Coaches are encouraged to join professional associations and attend professional development. For information pertaining to memberships, registration, expenses, and obtaining staff development credit, refer to the Business and Accounting Guidelines in this handbook.

UIL/KATY ISD ATHLETIC PROGRAM COMPLIANCE

A. GENERAL COMPLIANCE EXPECTATIONS

Every coach must read his/her specific UIL Sport Manual regarding his/her sport and be in compliance of all rules and rule changes. It is the responsibility of each coach to submit all UIL paperwork regarding his/her sport and to comply with all UIL and Katy ISD guidelines as they pertain to his/her program.

Do not hesitate to contact the athletic director on questionable matters.

B. SCHEDULING OF ATHLETIC CONTESTS

Strict adherence to UIL and Katy ISD Board policy is prerequisite before any scheduling may take place.

Each Katy ISD high school head coach is responsible for his/her own non-district schedule. ALL 7-12 schedules must be approved through the department of athletics BEFORE being released. Any special scheduling must be approved by the executive director of athletics. Junior high scheduling will be the responsibility of the assistant director of athletics along with junior high athletic coordinators.

C. NON-SCHOOL EMPLOYMENT

All coaches that engage in non-school employment are required by Board policy and Katy ISD administrative regulation to submit the Non-School Employment form for approval by the campus principal.

**The required form can be accessed on MyKatyCloud under "online forms."

D. PRESEASON COMPLIANCE MEETING AND REQUIREMENTS

Every head coach is required to attend a UIL compliance meeting with athletic administration prior to the first contest of their season. Coaches will be notified in advance regarding the date, time and location of the meeting and information will be sent containing preparation instructions and procedures. Emphasis of the meeting will be on UIL and Katy ISD rules and guidelines compliance.

E. END OF SEASON MEETING / REQUIREMENTS

Head coaches are required to submit season summary information to the KISD athletic department upon completion of their season at a scheduled meeting. This report will cover all phases of the program from 9th thru varsity levels. Details outlining the information to be included in the summary will be provided to the head coach prior to the conclusion of their season.

DISTRICT POLICIES

General and sport specific policies can be located in the High School compliance folder. All coaches are expected to be familiar with these policies.

COACHES CODE OF CONDUCT

A. ATHLETIC CODE FOR COACHES (UIL C & CR SECTION 1201 B)

The C & CR can be accessed on the UIL website under athletics.

B. COACHING EJECTIONS (UIL C & CR SECTION 1208 J)

If a coach is ejected or suspended from a contest by an official, it is the coach's responsibility to notify the Executive Director of Athletics as soon as possible per UIL rules. An ejection will result in a minimum assessment of a one-game suspension in addition to the UIL automatic penalty.

C. PROFESSIONAL CONDUCT

All Katy ISD coaches are expected to maintain a high level of professionalism in regard to conduct, demeanor, grooming and relationships between faculty, staff and students.

D. RECRUITING (UIL C & CR SECTION 1203 C)

The district executive committee shall investigate efforts on the part of any school official or local fan to recruit players. Recruiting is a violation and may subject the school at fault to disqualification. Disqualification may be made by the committee after the school has been given an opportunity to be heard. A school in violation shall remain disqualified for the period of time specified.

(UIL C & CR SECTION 5 CC)

Recruit: to encourage a student in any way to change schools for the purpose of participating in UIL activities at any grade level. It could include offering a student or the student's parent cash, waiver of tuition, board or lodging, transportation, promise of better conditions at the participant school or on its team, a job or other valuable consideration to induce the student to enroll in a participant school.

STUDENT ATHLETE INFORMATION

ELIGIBILITY

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

A. GENERAL HIGH SCHOOL ELIGIBILITY REQUIREMENTS

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

B. PROCEDURES FOR ENROLLING NEW STUDENTS

1. Upon enrollment or intent to enroll as confirmed by the campus registrar, the parent of a new athlete completes page 1 and section 1, page 2 of the UIL Previous Athletic Participation Form (PAPF). The head coach of each sport is responsible for initiating the electronic PAPF through the UIL/RMA Portal.
2. The head coach is required to ensure that all signatures have been secured and will monitor the progress of the PAPF via the UIL Portal.
3. The head coach will be notified via UIL Portal once the PAPF process is complete.
4. Students may only play sub-varsity until PAPF is fully processed.
5. An approved PAPF may not guarantee athletic eligibility.
6. Katy ISD athletic department will notify campus if PAPF is not approved. Athletes may need to file additional paperwork, like a residency waiver.
7. PAPF is required at the time of enrollment even if the player is not varsity-level.

C. NO PASS NO PLAY AND EXEMPT COURSES

It is essential that each head coach be responsible for the academic monitoring of his/her student-athletes.

1. A student in grades 9-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if:

- A. Beginning the 9th grade -- has been promoted from the 8th grade to the 9th.
- B. Beginning the 10th grade -- has earned 5 credits towards state graduation.
- C. Beginning the 11th grade -- has earned 10 credits towards state graduation **OR** has earned 5 credits towards state graduation in the last twelve months.
- D. Beginning the 12th grade -- has earned 15 credits towards state graduation **OR** has earned 5 credits towards state graduation in the last twelve months.

(The above eligibility criteria apply only to the following sports: Football, Volleyball, Team Tennis, Golf, Swimming, and Cross Country.)

- 2. In order to be eligible to participate in an extracurricular activity for a six week period following the first six week period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks.
- 3. A student whose six-week grade average, in any course, is lower than 70 at the end of any 6 week period shall be suspended from participation in any interscholastic activity. Eligibility will be restored in accordance with the Academic Eligibility Calendar.
- 4. Students may practice with their respective teams while they are on academic suspension.
- 5. Students may also participate in pre-season scrimmages while on academic suspension.
- 6. At the end of any 3-week ineligibility period in which a student has attained a course grade average of at least 70 in each course taken, any suspension from participation shall be removed after the 7-day grace period.
- 7. Extracurricular activities shall be limited from the beginning of the school week through the end of the school week to no more than one contest or performance per activity. Practice outside the school day shall also be limited to a maximum of eight hours per school week per activity.
- 8. Students who also assist the coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
- 9. A student receiving an incomplete in a course is considered ineligible until the incomplete is replaced with a passing grade for that grading period in a designated amount of time.
- 10. A student who fails a course becomes ineligible seven days after the last day of the six weeks period. For a complete listing of all grace period dates, refer to the Academic Eligibility Calendar.
- 11. Academic eligibility is confirmed with the E-School Plus Academic Eligibility Report.

No Pass, No Play Exempt Courses

Certain courses at the high school level only are identified as “exempt” from the No Pass, No Play law. If a student/athlete receives a failing or incomplete grade in an “exempt” course at the end of an evaluation period, the student/athlete’s academic eligibility will not be affected. A failing or incomplete grade in an “exempt” course has no impact on academic eligibility. Courses that are “exempt” from the No Pass, No Play law are included in the “Common Athletic Forms” folder that is located in each sports compliance folder on the Google Drive. All questions pertaining to this and other No Pass, No Play issues should be directed to the Katy ISD Athletic Department.

ATHLETIC CODE OF CONDUCT

Athletics is not a requirement for graduation and participation is strictly voluntary. Athletics, as a discipline, stresses work ethic, team play, sportsmanship, integrity and sacrifice. Should the actions of an athlete fail to exhibit these same characteristics, the privilege of participating in athletics may be forfeited. All coaches must be willing to work, within the guidelines of the athletic department, to help any athlete should he/she lose direction. It is our intention to help our athletes stay on course and succeed. However, when an athlete purposely or continuously violates guidelines, then it is up to the head coach to address the situation.

A. ATHLETIC GUIDELINES AND CODE OF CONDUCT

It is the desire of the administration and coaching staff of the Katy ISD to communicate to its students that participation in athletics is a **PRIVILEGE, NOT A RIGHT**. Participation on athletic teams and in related activities, while being an honor, is an opportunity for young athletes to learn important lessons about the responsibilities that are assumed by individuals in leadership roles. Therefore, all athletes are expected to adhere to the following:

- Athletes will be tough competitors in the athletic arena, but outside the competitive arena they are expected to conduct themselves as gentlemen and ladies at all times, demonstrating respect for their administrators, teachers, and fellow students.
- Athletes are to display/model behaviors associated with positive leaders both in the school and in the community;
- Athletes are to exhibit good citizenship at all times;
- Athletes are to serve as positive representatives for their team, coaches, school, district, and community during competitions and interactions with rivals; and
- Athletes are expected to strive for academic excellence and to adhere to the board-approved *Discipline Management Plan and Student Code of Conduct* as well as the Athletic Code of Conduct and Guidelines.
- The Katy ISD Athletic Code of Conduct policies will be employed when there are violations involving the use of illegal drugs and alcohol.

It is the responsibility of each head coach to convey to his/her team the expectations and need for adherence to team and training rules. The Executive Director of Athletics must be consulted when a violation of the Katy ISD Athletic Code of Conduct occurs.

The Katy ISD Athletic Department expects every athletic program to conduct training of teams and individual athletes which are designed to provide an organized response to potentially volatile incidents (i.e. fighting, etc). This response should include actions by athletes and coaches which diffuse the situation and restore order.

ISS Assignment – An athlete is suspended from interscholastic activity while serving time in ISS until the assignment is completed. The suspension begins when the student begins his/her day(s) in ISS. The suspension is concluded the next day.

Bullying/Hazing - Any report or suspicion of bullying or hazing should be reported to the appropriate campus administrator immediately.

**The Katy ISD Athletic Code of Conduct in its entirety can be found on the Katy ISD athletic website.

B. ATHLETE EJECTION FROM CONTEST

If an athlete is ejected or suspended from a contest by an official, it is the head coach's responsibility to notify the Katy ISD Athletic Department as soon as possible as per UIL rules.

- Ejected athlete's coach is required to provide in writing to the Katy ISD Athletic Department a description of the incident and the preventive measures designed to avert future athlete ejections.
- A disciplinary panel will review the coach's plan for disciplinary action and will make a judgment on the consequences to be assessed.
- Players ejected from a game will be suspended at a minimum, but not limited to, UIL guidelines.
- The ejected student and/or the parent has the right to appeal the panel's decision to the Katy ISD Executive Director of Athletics.

C. REMOVAL OR SUSPENSION OF ATHLETES

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

TRANSPORTATION OF STUDENTS

A. PROCEDURES

- Katy ISD school buses are to be used to transfer all athletic groups whenever possible. High school athletic trips are to be within a 100 mile radius of the school district except for playoff contests beyond this limit. It is the responsibility of each Katy ISD Head coach to submit a transportation request at least three weeks prior to the trip. Transportation requests are submitted online through the Transportation Department. When a school bus is not practical because of distance and size of group, transportation may be in a contracted vehicle. The use of contracted vehicles must be approved and arranged by Katy ISD Athletics. Drivers of rental vehicles must have prior approval from Katy ISD Transportation and Katy ISD Athletic department 3 weeks prior to the trip. An employee of the district who uses their own personal vehicle for school business must first sign and submit the "Employee Authorization" form, see CN (REG) (EXHIBIT). A listing of employees who might use a district-owned, district-leased or his/her own personal vehicle must be provided to the Transportation Dept. ***Students may not be transported in coaches' personal vehicles at any time.***
- Transportation using Katy ISD provided vehicles for Katy ISD athletic teams or individual athletes are only permitted to UIL sanctioned activities.
- Bus Driving for the Katy ISD, coaches must have a valid CDL passenger bus driving license and be approved by the Katy ISD Transportation Department. Katy ISD coaches will drive buses on athletic trips whenever possible.
- Mini Bus for Katy ISD, coaches must have completed the required 20 hr training, have a clean driving record on file with Katy ISD transportation department, and complete a drug test.
- During the school day no student/athlete is allowed to transport himself/herself to any off-campus practice facility unless, prior to the trip, a parent or guardian has completed a **KATY ISD PERMISSION FOR STUDENT/PARENT-PROVIDED TRANSPORTATION** form.
- An Early Release Form needs to be submitted for approval to the Campus Principal and CAC for any student trip which will cause athletes to miss academic classes.
- All Katy ISD athletes must travel with the team. All athletes must return with the team unless, prior to the trip, a parent or guardian has completed a **STUDENT TRAVEL RELEASE** form that entitles -

- the student/athlete to be released to the custody of the parents at the completion of the activity or event. Coaches may have a sign out sheet if the Student Travel Release form is attached for parents to read prior to signing.

B. 100 MILE RADIUS FORM

Guide for Travel Outside 100 Mile Radius

**** The following request process must be completed at least 21 days before event ***

1. Coach must complete an Outside 100 Mile/Overnight Travel Request Form. (available on KISD athletic website)
2. Coach must attach a copy of the tournament bracket and/ or letter of invitation. Trip is restricted to in-state events only.
3. Coach must ensure that student-athletes traveling miss no more than one (1) day of school per activity or event. A request for a 2nd day of missed school for the purpose of travel may be submitted and must be approved by the campus athletic coordinator, the campus principal and the Katy ISD athletic department.
4. Coach must complete and sign the first section of form indicating event, transportation and lodging specifics.
 - a. Athletic booster clubs and/or parents may donate funds to be used for lodging, transportation, and entry fees.
 - b. The actual payments for transportation, lodging and entry fees are to be made via check issued by Katy ISD.
5. Completed form is to be submitted to the campus athletic secretary, who will obtain approval and signatures of CAC and principal.
6. CAS will forward the form to the KISD Executive Director of Athletics for approval/signature.
7. Copy of form to be kept on file with head coach, athletic director and campus principal.

Financial Procedures

1. Coach needs to obtain the price of hotel room(s) (including city tax only) and reserve the room with a credit card. DO NOT use hotel.com or any other web-based reservation system as the coach's credit card will be charged immediately.
2. Coach will need to submit a requisition to the campus athletic secretary. CAS will process a pre-pay PO and a check will be issued to the coach (made payable to the hotel) to use for payment of hotel room charges.
3. If the booster club/activity account was used for the hotel check, the booster club will refund the funds via check which will need to be deposited into the activity revenue acct: 461-00-5749-xxx-xxx-00-936-. Revenue charge code will be xxxxA.
4. If driving a yellow bus, it must be reserved through Katy ISD. If driving a rental vehicle or charter bus, contact Katy ISD athletic department financial secretary (281-396-7784) for arrangements.

NON-SCHOOL SPORTS AND CAMP PARTICIPATION

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

<https://www.uil texas.org/files/athletics/Non-School-Final.pdf>

ATHLETIC EQUIPMENT AND FACILITIES (HIGH SCHOOL AND JUNIOR HIGH)

EQUIPMENT AND INVENTORY

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

MAINTENANCE

Each Katy ISD head coach is responsible for the general care and maintenance of his/her facility. All work orders must be submitted by campus coordinators to the athletic department secretary. Work orders for facilities under warranty must be submitted to the campus principal's secretary.

KISD ATHLETICS HURRICANE PREPAREDNESS PLAN

KISD Athletics Hurricane Preparedness Plan			
72 hours before predicted landfall anywhere along the Texas Gulf Coast, the Katy ISD Athletic Department shall prepare for tropical weather/hurricane as follows.			
Facility	Area of Concern	Preventive Measures	Persons Responsible
High School	Competition Field/Track	Remove/Store: Hurdles, Standards, Pits, Yard Markers, Benches, Tables, Trash cans etc. Press Box: Secure, protect or remove equipment. Concession Stand: Secure, protect or remove equipment.	Ath Coordinator
High School	Baseball Field	Remove/Store: Misc. field equipment, trash cans, and non secure signage. Press Box: Secure, protect or remove equipment. Concession Stand: Secure, protect or remove equipment.	Ath Coordinator
High School	Softball Field	Remove/Store: Misc. field equipment, trash cans, and non secure signage. Press Box: Secure, protect or remove equipment. Concession Stand: Secure, protect or remove equipment..	Ath Coordinator
High School	Tennis Courts	Remove/Store: Benches, trash cans, and non-secure signage.	Ath Coordinator
High School	Practice Fields	Remove/Store/Secure: Miscellaneous practice equipment such as sleds, chutes, boards, and running ropes.	Ath Coordinator
High School	Field House/Offices/Gyms/ Pools/Training Rooms	Unplug all equipment and computers. Move equipment from rooms with exterior windows.	Ath Coordinator
Jr. High School	Competition Field/Track	Remove/Store: Hurdles, Standards, Pits, Yard Markers, Benches, Tables, Trash cans etc.	Ath Coordinator
Jr. High School	Tennis Courts	Remove/Store: Benches, trash cans, and non-secure signage.	Ath Coordinator

Jr. High School	Practice Fields	Remove/Store/Secure: Miscellaneous practice equipment such as sleds, chutes, boards, and running ropes.	Ath Coordinator
Jr. High School	Field House/Offices/Gyms	Unplug all equipment and computers. Move equipment from rooms with exterior windows.	Ath Coordinator
Legacy/Rhodes	Press Box/Field House	Remove/Store electrical equipment.	Lance Carter
Legacy/Rhodes	Field	Remove/Store benches, tables, and non-secure signage.	Lance Carter
HS/JH	Tennis Courts	Remove Windscreens	Maintenance
Athletic Department Recovery Plan			
<p>Debbie Decker is designated as the key personnel for the athletic department. Once campuses are cleared for possible safety issues. Campus Coordinators will be contacted to do damage assessment. Pictures will be taken of all damage prior to clean up and/or repair.</p> <p style="text-align: center;"><u>Do Not Disgard or Trash anything without KISD Athletic Department Approval</u></p>			

BUILDING MODIFICATIONS

A Building Modification form must be approved prior to any purchase or initiation of a facility modification/enhancement/addition. A complete summary of funding sources/plans and project description must be submitted with this request. ***The “Building Modification” form can be found on the Katy 1 Source on-line forms located under Maintenance. The form must be approved by the Campus Athletic Coordinator and the Campus Principal prior to submitting to the athletic department. The form must be approved by the athletic department BEFORE it is submitted to maintenance or any other department.***

ATHLETIC RESERVATIONS

A. FACILITY RESERVATIONS

The scheduling of district athletic facilities will be handled by the athletic coordinator and/or the assistant athletic coordinator with the approval of the executive director of athletics. Facility Reservation Forms must be submitted to secure the scheduling of an athletic facility.

**** Forms can be located under Facilities on the Katy ISD athletic website and in the “Common Athletic Forms” folder on the shared Google Drive.**

- Facility reservations for Katy ISD sponsored athletic activities must be submitted to the campus athletic secretary for processing, once approved by the CAC.
- Facility reservations for Non-Katy ISD athletic activities must be submitted directly to the Katy ISD Facilities Coordinator.

PUBLIC RELATIONS

ATHLETIC BOOSTER CLUBS

Booster clubs can be extremely important when managed correctly. Athletic booster clubs are under the supervision of the campus athletic coordinator, campus principal and executive director of athletics. Booster clubs must operate within the guidelines and procedures as set forth by Katy ISD. Head coaches will be held responsible for UIL/Katy ISD compliance.

A. UIL RULES AND REGULATIONS - [UIL Website](#)

B. FUNDRAISING

- Any type of fund-raising project must have prior approval by the campus athletic coordinator, campus principal and department of athletics twenty one (21) days prior to the event.
- Fundraising projects are subject to state and federal law.
- ABC does *not* have the authority to commit or to represent in any way the Katy ISD or any of its campus locations.
- For additional information, coaches will refer to Katy ISD Board policies as well as the UIL policies.

***Request for Fund-Raising Activity/Report of Fund-Raising form located on the Katy ISD athletic website.*

MEDIA RELATIONS

Media relations will be handled cordially and professionally. The executive director of athletics must approve any unusual media requests and/or interviews.

ALUMNI RELATIONS

Each head coach is responsible for promoting and fostering relationships with alumni.

ATHLETIC PROGRAM PUBLIC RELATIONS

Each head coach is responsible for promoting his/her program within the UIL/Katy ISD policies.

GENERAL GUIDELINES

SPORT PROGRAMS

A. PARTICIPATION IN MULTIPLE SPORTS

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

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

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

B. OUTSIDE PARTICIPATION

A student can participate on a non-school team while participating on a school team of the same sport. However, missing a school event to participate in a non-school event will count as an unexcused absence.

****Refer to Sports Medicine Guidelines regarding student injuries that occur during non-school participation.***

Club Sports – Make every effort to coexist without jeopardizing UIL/Katy ISD guidelines regarding participation/recognition and coaching.

C. PARTICIPATION CONCEPTS

7th grade thru Sub-Varsity: Everyone participates (if eligibility requirements are met and athletes are in good standing). Varsity: Play to win the contest

D. TEAM RULES

Team rules are to be established by each head coach and based on UIL/Katy ISD policies and administrative guidelines and regulations. Team rules should be approved by the campus athletic coordinator.

E. ATHLETIC AWARD GUIDELINES

Sub Varsity Certificate -- Awarded to athletes who participate in a sport but do not letter.

Varsity Certificate -- Awarded to an athlete who receives a letter after the first letter no matter what the sport. An athlete can receive numerous certificates depending on whether he/she letters. Certificates will be campus-based.

Letter Jacket -- Letter jackets must be paid for by the student/athlete. A student/athlete quitting a sport after the first contest will forfeit any award for that sport.

****The Katy ISD athletic department must approve any symbolic awards before awarding to students.***

CRITERIA FOR LETTERING --

Refer to the campus athletic department for letter jacket ordering procedure.

Each head coach is responsible for establishing and adhering to the criteria by which an athlete may letter. As the demands and expectations of each sport are different, so will be the letter criteria. Basic considerations such as attendance, eligibility, sportsmanship, citizenship, training rules, participation and general attitude will be included in each coach's criteria. It is up to each head coach to inform his/her athletes of the Katy ISD athletic award guideline criteria prior to the start of his/her specific season. Lettering criteria for each sport should also be submitted to the campus athletic coordinator and communicated to the parents of athletes via pre-season parent information meeting.

General Requirements for Lettering

1. Practice habits and attendance are criteria for lettering and are left up to the discretion of the individual head coach.

2. If an athlete fails a class that affects the season it could be considered grounds for not lettering based upon the judgment of the head coach.
3. If a player is injured in a sport, it is up to the head coach as to whether that athlete will letter.
4. Freshmen -- Varsity awards can be awarded to a freshman that meets his/her sport criteria.
5. Managers/Trainers -- Managers will receive appropriate awards based upon recommendation of head coach. Student Trainers will receive appropriate awards based upon recommendation of head athletic trainer.

JUNIOR HIGH PROGRAM

A participation certificate may be awarded to each athlete for every sport in which he/she participates. Criteria for these awards will be set by each campus coordinator.

PARENT COMMUNICATION

A. GENERAL GUIDELINES

Communication parents should expect from their child's coach:

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

Communication coaches expect from parents:

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

B. PARENT MEETING

Every sport will conduct a pre-season parent meeting that will be coordinated with the campus athletic coordinators. A district-generated PowerPoint presentation focusing on UIL/KISD rules and guidelines will be presented as one component of the meeting.

Katy ISD Athletic Department Guidelines for Conducting a Pre-Season Parent Meeting

Every sport is required to conduct a pre-season parent meeting. This meeting will be held before the start of that respective sports first contest. The Katy ISD athletic department and the campus athletic coordinators must be informed of the parent meeting and then the facility must be cleared through the executive director of athletics. Any deviation from this must have the approval of the executive director of athletics. The purpose of your parent meeting is to address some of the below listed issues.

- A. Utilizing a PowerPoint presentation provided by the Katy ISD Athletic Department, pertinent information focused on summarizing UIL and Katy ISD rules and guidelines will be displayed and reviewed.
- B. Provide the opportunity for the parents of your athletes to meet you and your staff in a social environment. This will allow the parent to see and talk with you away from the court or field.
- C. You will have the opportunity to meet the parents of your athletes.
- D. Allow you to present your program to the parents. Parents need to have a clear understanding of what your program consists of and what your expectations of their sons/daughters are.

- E. Allow parents to ask questions regarding organizational and administrative procedures and guidelines regarding your program or the entire athletic program.
- F. To use this meeting to disperse any program or athletic department information that needs to go out to the parents.

One or both parents of all your athletes should be present at the pre-season parent meeting. Provide sign-in sheets requesting: Name, Address, Phone Numbers, Athlete's Name, Birth Certificate of Athlete (unless you already have one on file). Also supply any PAPF forms, Copy of Utility Bill, etc., which you might need and remind parents to complete any required online forms.

The staff members who should be in attendance are:

- 1. Athletic Trainer or Assistant Athletic Trainer
- 2. Campus Coordinator or Assistant Campus Coordinator
- 3. Inform your Campus Principal of your meeting
- 4. A Booster Club Representative

Agenda Items for Parent Meeting

- 1. The head coach as well as the assistant coaches of that sport should attend and provide an agenda as well as the District Athletic Department providing a presentation for the meeting. The head coach must also provide a sign-in sheet for the parents, which must be kept on file along with the agenda.
- 2. Athletic trainer or the designee should present information on insurance, the campus treatment guideline, training room hours, and Dr. notes.
 - A. Introduce staff
 - B. Coaching philosophy / team's style of play / new rules of sport
 - C. Game schedules, Rank One, directions, game changes
 - D. Club Sports – Make every effort to coexist without jeopardizing UIL/Katy ISD guidelines regarding participation/recognition and coaching.
 - E. Practice schedules, times, length of practices and games, selection criteria.
 - F. Coaches email addresses / conference periods / Katy ISD athletic website.
 - G. Any other important phone numbers.
 - H. Communication procedures, i.e. chain of command when issue arises.
 - I. Telecommunication devices in locker rooms.
 - The Katy ISD Discipline Management Plan states the following: "The use of telecommunication devices in locker rooms and restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited."
 - J. Review and clarify privacy codes (Y, N, O).
 - K. Review amateur athletic and awards rules/UIL eligibility rules/residency rules.
 - L. Sportsmanship expectations for athletes and fans, UIL Parent Manual.
 - M. Explain athlete contest ejection reporting procedures and possible consequences.
 - N. Philosophy regarding multiple sport participation.
 - O. Grade check procedures
 - Out of district disclaimer for UIL and Extracurricular Activity Eligibility
 ALL courses taken through an out-of-district course provider (correspondence, online, or virtual) which count towards high school graduation requirements, and are not eligible for exemption as an advanced class, are subject to the UIL No Pass-No Play rule. Grades will be reported to the campus during each high school grading period regardless of completion or approvals of required [EXHIBIT A, EHDE] form. Course grades published by or requested from an out of district course provider will be used for the purpose of determining UIL and extracurricular activity eligibility.

SOCIAL MEDIA

A. REMIND / SPORTS YOU

- It is strongly recommended that when communicating with student-athletes, coaches utilize the Remind or Sports You social media application. This program provides safe communication between coaches, student-athletes and parents.
- If coaches and athletes need to communicate by regular text, the athlete's parent(s) should be included on the text.
- Coaches should not be texting athletes from other schools.

B. TEAM WEBSITES

- Coaches should consistently monitor contents of team websites for inappropriate material such as photos, videos, music, etc.
- Non-school promotional material cannot be posted on team websites.

C. CAMPUS WEBSITES

- Campus athletic coordinators are responsible for managing campus athletic websites on a regular basis.
- Coaches need to be informed on privacy code restrictions regarding social media.

Coaches must be informed on all privacy code restrictions as set by the parents, including those regarding social media.

ATHLETIC BANQUETS

All pre-season and/or post-season banquets will be coordinated by the campus athletic coordinator and the head coach of each sport. **Total funding for all athletic banquets will be the responsibility of athletic booster clubs.**

It will be the responsibility of the head coach and campus athletic coordinator to ensure that the UIL awards rule is not violated. Gift cards, prizes or other items of valuable consideration are not allowed to be given to athletes.

OFF-SEASON PROGRAMS

A. ATHLETIC PERIOD GUIDELINES

Each Katy ISD Head coach is responsible for the success of his/her program. One of the single most important aspects of success in an athletic program is having a quality off-season program. Each Katy ISD head coach will operate a quality off-season program in regard to his/her sport.

Students/athletes shall remain in the off-season program and attend the other sport after school unless both coaches agree otherwise. **Communication between the sending and receiving coach must take place before a student-athlete can change athletic periods.** Students/athletes remaining in the off-season program are to be excused from off-season workouts on game days of other sports. For additional information, refer to your specific campus athletic guidelines and procedures manual.

As the majority of junior high school athletes participate in one or more sports, the operation of a true off-season program may not be possible. The off-season program at the junior high school will revolve around a solid strength and conditioning program designed to benefit the athletes participating in all sports.

B. GRADING PROCEDURES

Refer to your specific campus guidelines in regard to assigning grades for athletic periods.

C. SUMMER STRENGTH/CONDITIONING CAMPS and SPECIFIC SKILL INSTRUCTION

Summer strength and conditioning camps and specific skill instruction sessions must be in compliance with UIL/Katy ISD guidelines. All camps must be approved by CAC and Katy ISD athletic department.

SPORTS MEDICINE GUIDELINES (HIGH SCHOOL AND JUNIOR HIGH)

PHYSICAL GUIDELINES

Each athlete must be cleared by the athletic trainer prior to participation at the high school level. Each athlete must be cleared by one of the coordinators prior to participation at the junior high level.

- All **required participation forms** must be submitted online in the Rank One system before a student participates in **any** try-out, practice, athletic class, open gym, open weight room, athletic competition, or travels with an athletic team for any purpose.
- The student is required to use the Pre-participation – Physical Examination Form. **NO OTHER** Physical Examination Form can be accepted as per the UIL. **A new physical exam must be given prior to each school calendar year.** Any physical administered prior to April 30, may not be valid after August 1st.

The required forms are:

- Parent Authorization to Consent to Treatment of Student Athlete
- UIL Pre-Participation Physical Evaluation- Medical History and Physical Examination
- UIL Parent and Student Notification/Agreement Form- Illegal Steroid Use and Random Steroid Testing (High School Only)
- UIL Concussion Acknowledgement Form
- UIL Acknowledgement of Rules
- Sudden Cardiac Death Awareness Form
- Football Helmet Information Sheet/Inspection Checklist (Football Only)

NOTE: Prior to participating in a UIL sanctioned competition, the head coach will verify the following for all athletes in grades 9-12:

1. A birth date to be verified through eSchool.
2. A copy of a current utility bill (water, gas, or electric bill) from the household in which the athlete is residing. (A new utility bill is required every year.)

TRAINING ROOM TREATMENT/EVALUATION GUIDELINES

No one, regardless of affiliation, is to be denied first aid.

1. Treatments are to be administered only to:

Student-athletes from a Katy ISD High School or Junior High that are injured during certain school sponsored activities. These activities include:

Baseball	Student Trainers
Basketball	Student Managers
Cheerleading	Swimming & Diving
Cross Country	Softball
Football	Tennis
Golf	Track & Field
Drill Team	Volleyball
Junior High Athletics	Wrestling

All of the above must have a current physical on file in order to receive treatment.

2. Only athletes who are involved in a UIL activity will be treated.
3. Any athlete who is under the care of a physician must provide written documentation of treatment protocol, restrictions, and/or release for return to play.
4. Athletes who are members of a school sponsored activity who are injured in non-UIL activities (i.e. club sports, open gyms, recreational, etc.) will only receive first aid care until they are evaluated by a physician. The physician must provide in writing a treatment protocol for the athletic trainer to follow.
5. The Sports Medicine Staff will not treat non-athletic injuries.

NON-ATHLETIC INJURIES

Non-athletic injuries will be seen in the Athletic Training Room under the following guidelines:

1. Due to liability concerns, the student-athlete must first see a medical doctor prior to being treated by the Athletic Training Staff.
2. The student-athlete must provide a prescription for treatment/rehabilitation from the medical doctor. The information must be specific as to what type of rehabilitation is to be done.
3. No injuries that are the result of a motor vehicle accident will be seen.

PROCEDURE FOR SENDING JH ATHLETES TO SEE THE ATHLETIC TRAINER

1. An injury report must be filed out by the junior high coach prior to the athlete being seen by an athletic trainer.
2. The junior high coach must contact the athletic trainer to make an appointment for the athlete.
3. When an athlete is sent to the high school for evaluation, a parent must accompany the athlete.

HEAT AND HYDRATION GUIDELINES

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 exertion related 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 the acclimatization process, student athletes 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. Katy ISD will use the Weather Sentry weather reporting station at the high school level.
5. Junior high Coordinators will get a heat index reading from an approved source at 1:30 P.M. and follow the guidelines appropriate for that heat index reading.

KATY ISD LIGHTNING GUIDELINES

While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed. Prevention and education are the keys to lightning safety. The athletic trainer, head coach and/or administrator using one of the three following methods will monitor conditions.

- **Weather Sentry** – This is an internet based weather reporting system that utilizes GPS to record active lightning strikes.
 1. When a suspicious cloud/storm approaches, the athletic trainer/ head coach, assistant coach or administrator will monitor Weather Sentry.
 2. Once lightning is detected within the 8 mile range, the field should be evacuated.
 - 3.
- **"Flash to Bang" method** - This method estimates the distance of lightning. Upon seeing the flash of lightning, start counting the seconds until thunder is heard. Divide the time in seconds by five to measure distance.
 1. When a suspicious cloud/storm approaches, the athletic trainer/ head coach, assistant coach or administrator shall monitor the approaching storm using the flash bang method.
 2. Once the flash bang count reaches 30 seconds or less, the field should be evacuated.

Evacuation Procedures

The students should be evacuated to a safe shelter. Staying away from tall or individual trees, lone objects (light or flag poles), metal objects, and open fields. Examples of safe shelter are a bus, dressing room, or other building. A dug out or awning are not considered safe shelter. Administrators should evacuate spectators from the stadium.

Resume Practice and Competition

Once a game or practice has been suspended the storm should continue to be monitored. No contest or practice should be resumed until

1. The lightning has moved out of the ten mile radius on the Weather Sentry system.
2. No lightning strike has been detected within 6 miles for 30 consecutive minutes using the Flash Bang method.

Although the home team is responsible for each game or match, it should be noted that the athletic trainer, head coach and/or administrator is wholly responsible for the safety and well-being of adults and students in his/her charge. If no policy is in effect at the out of town site, it is recommended that the Katy ISD guidelines be followed.

KATY ISD COLD WEATHER GUIDELINES

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 Katy ISD Athletic department practices and games.

Cold Weather Caution: When temperature or wind-chill (which is lower than actual temperature) is from **40° F-30°F**.

- No modification of practice, but a warning will be given to coaches and athletes
- Coaches and athletic trainers emphasizing the importance of following UIL Cold Weather Illness Recommendations.
- Watching those "high risk" athletes

Cold Weather Warning: When temperature or wind chill is from **30° F - 20° F**, there may be a modified outside participation of 45 minutes.

- Warm-up to be started indoors (stretching, etc.) 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 some sort of gloves to cover the hands are required.
- Keeping a very close eye on those "high risk" athletes
- If available, a cool-down indoors.

Cold Weather Termination: When temperature or wind chill reaches **19° F** and below, there may be a termination of outside practices and games.

UIL Cold Weather Illness Information

Hypothermia: Hypothermia is a decrease in core body temperature.

1. **Mild Hypothermia** - shivering, cold sensation, goosebumps, numb hands.
2. **Moderate Hypothermia** - intense shivering, muscle incoordination, slow and labored movements, mild confusion, difficulty speaking, signs of depression, withdrawn.
3. **Severe Hypothermia** - shivering stops, exposed skin is bluish and puffy, inability to walk, poor muscle coordination, muscle rigidity, decrease in pulse and respiration rate, unconsciousness.

Management:

- Remove athletes from cold environments.
- Remove wet clothing and replace with dry clothing and/or blankets.
- Refer all moderate cases to the emergency room once safe to transport.
- Treat severe hypothermia as a medical emergency! Wrap the athlete in an insulated blanket and see emergency medical care immediately.

FROSTBITE. Thermal injury to the skin caused by cold exposure.

1. Frostnip - skin appears white and waxy or gray and mottled; possible numbness and pain.
2. Superficial Frostbite - skin appears white, mottled or gray; feels hard or rubbery but deeper tissue is soft, insensitive to touch.
3. Deep Frostbite - skin is white and has a wooden feel, numbness and anesthesia.

Management:

- Do not rub the area.
- Gently rewarm the area by blowing warm air onto the area, placing the area against a warm body part, or placing the affected area into warm (101 - 108 degrees F) water for several minutes.
- If not absolutely certain that the tissue will stay warm after rewarming, do not rewarm it. **Refreezing newly thawed frostbitten tissue can cause extensive tissue damage!
- If a person is also suffering from hypothermia, the first concern is core rewarming.

Prevention: The best method of management is prevention:

- Dress in layers.
- Cover the head to prevent excessive heat loss from the head and neck.
- Stay dry by wearing a wicking fabric next to the body and a breathable, water repellent outer layer.
- Stay adequately hydrated.
- Eat regular meals.
- Avoid alcohol, caffeine and nicotine.
- Educate participants, coaches, officials and administrators in recognition of cold-related illnesses.
- Consider cancellation of athletic events if weather conditions warrant.
- If unsure whether an athlete is hypothermic, err on the side of caution and treat accordingly.

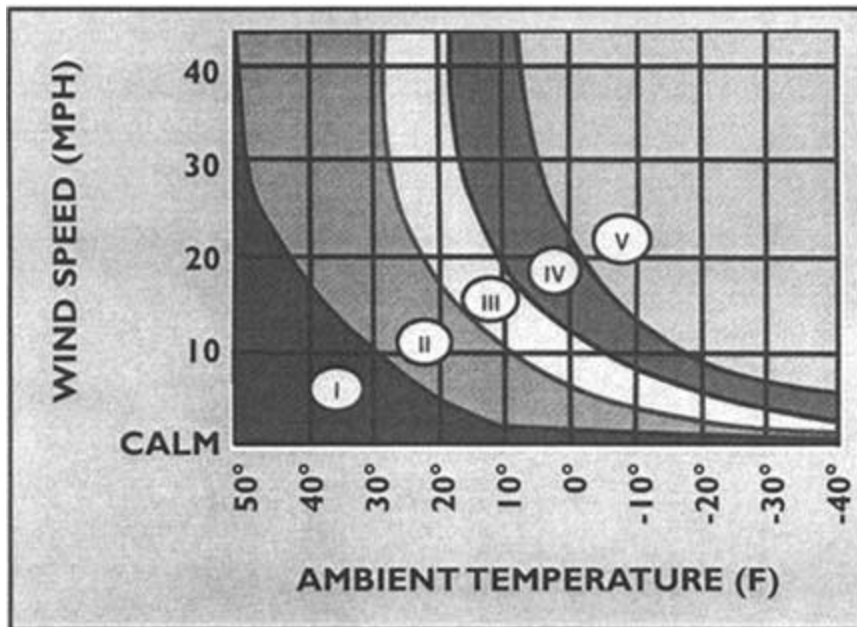


Figure 1. Wind Chill Index

RECOGNITION, MANAGEMENT AND PREVENTION OF COLD EXPOSURE

SIGNIFICANCE: Although excessive and prolonged exposure to cold may be an infrequent problem in high school athletics, the prevention, recognition and management of cold-related conditions are still an important consideration for coaches, administrators and athletic trainers.

The human body's mechanisms of heat retention are significantly less efficient than our ability to dissipate heat. Epidemiological research suggests that even in otherwise innocuous environmental conditions, hypothermia can occur. During the day, the temperature may be moderate and the sun shining, but as the sun sets and the temperature begins to fall, when coupled with conditions of exhaustion, dehydration and wet clothing associated with physical activity, the risk of cold-related pathology can increase.

Understanding the mechanisms of heat retention and production are essential to the prevention and management of cold-related illnesses and injuries:

- **Vasoconstriction** - Decreases blood flow to the periphery to prevent loss of body heat.
- **Shivering** - While involuntary shivering generates heat through increased muscle activity, it may also hinder an athlete's sport performance and ability to perform behavioral tasks to aid in heat retention.
- **Activity increase** - Increases heat production through a general increase in metabolic activity. Quick bouts of intense activity can generate incredible amounts of heat.
- **Behavioral responses** - Adjusting the number and type of clothing layers will result in heat regulation by controlling the amount of heat lost by the body.

There are two cold-related pathologies that coaches, administrators and athletes should be aware of: hypothermia and frostbite.

- **Hypothermia** is defined as a decrease in the core body temperature to at least 95 degrees F. It occurs when the heat loss is greater than the metabolic and heat production. Hypothermia can be categorized in three stages: *mild*, moderate and **severe**, based on core body temperature.
- **Frostbite** is a thermal injury to the skin, which can result from prolonged exposure to moderate cold or brief exposure to extreme cold. The body areas most prone to frostbite are the hands, feet, nose, ears and cheeks. Frostbite can be classified into three basic categories: Frostnip, superficial frostbite and deep frostbite.

RECOGNITION OF COLD-RELATED ISSUES

There are several factors influencing one's susceptibility or risk of cold related injury or illness. These factors can be additive. Thus, it is essential to appreciate each of these factors, along with the associated signs and symptoms of hypothermia and frostbite. For example, exposure to 30 degrees - 50 degrees temperature under wet and windy conditions can be equivalent to sub-zero temperatures with no wind or moisture.

Risk factors

- Low air temperature - When cold exposure exceeds or overwhelms the body's ability to compensate for heat loss due to the external environment.
- Wind chill - Figure 1 provides a wind-chill index chart that identifies the risks associated with the interaction of the wind speed and air temperatures.
- Moisture - Wet skin freezes at a higher temperature than dry skin.
- Exposed skin - Heat loss occurs primarily through convection and radiation to the external environment, but may also include evaporation if the skin is moist. This is a concern for those exercising and sweating in cold environments.
- Insulation - The amount of insulation from cold and moisture significantly affects thermoregulation.
- Dehydration - Negatively influences metabolism and thermoregulation.
- Alcohol - Increases peripheral blood flow and heat loss; can also disrupt the shivering mechanism.
- Caffeine - Acts as a diuretic, causing water loss and dehydration
- Tobacco - Acts as a vasoconstrictor; increasing the risk of frostbite.

Recognition

Coaches, athletes, officials and administrators should also be aware of the continuum of signs and symptoms associated with various classifications of cold-related pathologies: (Curtis, R. Outdoor Action Guide to Hypothermia and Cold Weather Injuries. Outdoor Action Program, Princeton University. www.princeton.edu/~oa/safety/hypocold.html, last updated 1995.)

Signs and Symptoms of Frostbite

Management

Hypothermia - The basic principles of rewarming victims of hypothermia are to conserve the heat they have, and replace the heat that they have already lost. The best method to determine the extent of core temperature loss is measurement of rectal temperature. Unfortunately, obtaining a rectal temperature reading on a moderately or severely hypothermic patient can be difficult, and may expose the athlete to further cooling. The following describes the management regimes for hypothermia relative to severity:

- **Mild hypothermia** - Seek dry shelter; replace wet clothing, insulate the whole body and head, avoid sweating, use external warmth (bath, fire) only if the core above 95 degrees F, give warm sweet drinks and food.
- **Moderate hypothermia** - Avoid exercise and external warmth, gently rest, give warm sweet drinks and calories, internal warming via warm moist air, monitor pulse and breathing.
- **Severe hypothermia** - Medical emergency, give nothing by mouth, wrap in an insulated blanket, avoid rapid rewarming, transfer to hospital immediately.

Frostbite - It is very important to note that refreezing newly thawed frostbitten tissue can cause extensive tissue damage. If it is not absolutely certain that the tissue will stay warm after rewarming, do not rewarm it. Once the tissue is frozen, the major harm has been done. Keeping it frozen for a longer period of time will not cause significant additional damage. The following describes the management of frostbite relative to severity:

- **Frostnip** - Rewarm the area gently by blowing warm air onto the area or placing it against a warm body part or place in warm (101 degrees - 108 degrees F) water bath for several minutes. Never rub the area. This can damage the affected tissue by increasing the friction on the ice crystals in the cell, causing tearing of the tissue.
- **Superficial frostbite** - If a small area is involved, it can be treated the same as indicated for Frostnip; if it is a larger area, follow the management for deep frostbite.

Deep frostbite - Rewarm by removing restrictive clothing and immersing the affected body part in a water bath of 105 degrees - 110 degrees F for 25-40 minutes. Refer deeply frostbitten athletes to the emergency room. Do not rewarm the tissue unless absolutely certain that it will stay warm after rewarming.

UIL~ PRE-SEASON REGULATIONS ~ General Eligibility Rules~

Practice Regulations outside the School Year

Any UIL practice conducted by a school outside the school year must be in accordance with the following regulations:

1. Student athletes shall not engage in more than three hours of practice activities on those days during which one practice is conducted.
2. Student athletes shall not engage in more than five hours of practice activities on those days during which more than one practice is conducted.
3. The maximum length of any single practice session is three hours.
4. On days when more than one practice is conducted, there shall be, at a minimum, two hours of rest/recovery time between the end of one practice and the beginning of the next practice.

When determining how to count times spent as "practice activities" please consult the following chart:

What Counts	What Doesn't Count
Actual on field/court practice	Meetings
Sport Specific Skill Instruction	Weight Training*
Mandatory Conditioning	Film Study
Water Breaks	Injury Treatment
Rest Breaks	Voluntary Conditioning*

*Does not count towards practice time, but **cannot** be during the rest and recovery time.

In reference to the minimum two hour rest/recovery time between the end of one practice and the beginning of the next practice (on days when more than one practice is scheduled), there can be no practice activities at all during this time. This time is exclusively for students to rest/recover for the following practice session, whether that session is an actual on field/court practice or a mandatory weight or conditioning period.

KATY ISD INFECTION CONTROL GUIDELINES

Distribution of Preventive Information on Staphylococcal Infections:

Send a copy of Information on Staphylococcal Infections (Instructions for the Athlete) home with each student athlete the first day of practice.

Post the document on the campus web site.

Cleaning of Facilities:

Primary cleaning product: Quat 256 Available through Maintenance and Operations

Other cleaning products: Recommended product for cleaning whirlpool tubs

Cavicide (until current supplies on hand is depleted)

Cleaning schedule:

End of each class period – training room treatment tables (after each student if body fluids are left on the surface or open wounds are treated.)

Daily – Whirlpool tubs

Weekly – Padding on Weight Room equipment

4 x annually – Emptied lockers for custodial cleaning

Laundering of Uniforms and Towels (Practice and Game)

General population of non-infected athletes: Towels, uniforms; and any other washable items are to be washed in hot water with ordinary laundry detergent, and dried on the hottest possible setting of the clothes dryer.

Athletes with diagnosed or suspected wound infection: Soiled items are to be sent home for laundering. Items not sent home must be laundered separate from the items of non-infected athletes.

Training of Student Trainers

Minimum of 2 days training to include:

Certification in Adult CPR/Standard First Aid/AED Training

Blood borne Pathogens

Orientation to facilities, equipment, guidelines and procedures

Documentation of completed training should be signed by the student and person conducting the training, and maintained on file until superseded.

Disposal of Soiled Bandages and Sharps

Sharps containers can be ordered through District approved vendors.

Disposal of sharps containers can be done on campus by using the following methods:

Tape the sharps container closed when full, place it inside a box and tape it securely before disposing it in the trash; or full containers can be taped closed and taken to a physician's office that has agreed to accept the filled containers. All waste receptacles in the training room area are to be double bagged for the safe and proper disposal of contaminated bandages and first aid supplies. Red biohazard bags are not required and are not to be used.

Student Allergies

Visible signs are to be posted in the treatment area instructing student athletes to communicate any allergies they have to medicines or treatment products used in the Training Room. Student Trainers and Trainers are to always ask the student athlete about possible allergies prior to beginning any treatment process involving the application or administration of a medicinal or non-medicinal product.

KATY ISD CONCUSSION GUIDELINES

Introduction

Concussion received by participants in sports activities are an ongoing concern at all levels. Recent interest and research in this area has prompted reevaluations of treatment and management recommendations from the high school to the professional level.

Numerous state agencies throughout the U.S. responsible for developing guidelines addressing the management of concussion in high school student-athletes have developed or revised their guidelines for concussion management. The present document will update the UIL requirements for concussion management in student athletes participating in activities under the jurisdiction of the UIL and will also provide information on compliance with Chapter 38, Sub Chapter D of the Texas Education Code (TEC).

Definition of Concussion

There are numerous definitions of concussion available in medical literature as well as in the previously noted "guidelines" developed by the various state organizations. The feature universally expressed across definitions is that concussion 1) is the result of a physical, traumatic force to the head and 2) that force are sufficient to produce altered brain function which may last for a variable duration of time. For the purpose of this program the definition presented in Chapter 38, Sub Chapter D of the Texas Education Code is considered appropriate:

"Concussion" means a complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may:

- A. include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns; and
- B. Involve loss of consciousness.

Concussion Oversight Team (COT):

According to TEC Section 38.153:

The governing body of each school district and open-enrollment charter school with students enrolled who participate in an interscholastic athletic activity shall appoint or approve a concussion oversight team.

The Katy ISD Concussion Oversight Team

A Medical Doctor from the Medical Colleagues of Texas

District level LAT.

A LAT from each high school campus

Responsible Individuals:

At every activity under the jurisdiction of the UIL in which the activity involved carries a potential risk for concussion in the participants, there should be a designated individual who is responsible for identifying student-athletes with symptoms of concussion injuries. That individual should be a physician or an advanced practice nurse, athletic trainer, neuropsychologist, or physician assistant, as defined in TEC section 38.151, with appropriate training in the recognition and management of concussion in athletes. In the event that such an individual is not available, a supervising adult approved by the school district with appropriate training in the recognition of the signs and symptoms of a concussion in athletes could serve in that capacity. When a licensed athletic trainer is available such an individual would be the appropriate designated person to assume this role. The individual responsible for determining the presence of the symptoms of a concussion is also responsible for creating the appropriate documentation related to the injury event.

Manifestation/Symptoms

Concussion can produce a wide variety of symptoms that should be familiar to those having responsibility for the well-being of student-athletes engaged in competitive sports in Texas. Symptoms reported by athletes may include: headache; nausea; balance problems or dizziness; double or fuzzy vision; sensitivity to light or noise; feeling sluggish; feeling foggy or groggy; concentration or memory problems; confusion. Signs observed by parents, friends, teachers or coaches may include: appears dazed or stunned; is confused about what to do; forgets plays; is unsure of game, score or opponent; moves clumsily; answers questions slowly; loses consciousness; shows behavior or personality changes; can't recall events prior to hit; can't recall events after hit. Any one or group of symptoms may appear immediately and be temporary, or delayed and long lasting. The appearance of any one of these symptoms should alert the responsible personnel to the possibility of concussion.

Response to Suspected Concussion

According to TEC section 38.156, a student 'shall be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition:

1. A coach;
2. A physician;
3. A licensed healthcare professional; or
4. The student's parent or guardian or another person with legal authority to make medical decisions for the student.'

If a student-athlete demonstrates signs or symptoms consistent with concussion, follow the "Heads Up" 4-Step Action Plan:

- The student-athlete shall be immediately removed from game/practice as noted above.
- Have the student-athlete evaluated by an appropriate health care professional as soon as practicable.
- Inform the student-athletes parent or guardian about the possible concussion and give them information on concussion.
- If it is determined that a concussion has occurred, the student-athlete shall not be allowed to return to participation that day regardless of how quickly the signs or symptoms of the concussion resolve and shall be kept from activity until a physician indicates they are symptom free and gives clearance to return to activity as described below. A coach of an interscholastic athletics team may not authorize a student's return to play.

Return to Activity/Play Following Concussion

According to TEC section 38.157:

'A student removed from an interscholastic athletics practice or competition under TEC Section 38.156 (suspected of having a concussion) may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- A. the student has been evaluated; using established medical protocols based on peer reviewed scientific evidence, by a treating physician chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- B. the student has successfully completed each requirement of the return-to-play protocol established under TEC Section 38.153 necessary for the student to return to play;
- C. The treating physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play; and
- D. The student and the student's parent or guardian or another person with legal authority to make medical decisions for the student:

- A. Have acknowledged that the student has completed the requirements of the return-to-play protocol necessary for the student to return to play;
- B. Have provided the treating physician's written statement under Subdivision
- C. (3) To the person responsible for compliance with the return-to-play protocol under Subsection (c) and the person who has supervisory responsibilities under
- D. Subsection (c); and
- E. Have signed a consent form indicating that the person signing:
 - (i) Has been informed concerning and consents to the student participating in returning to play in accordance with the return-to-play protocol;
 - (ii) Understands the risks associated with the student returning to play and will comply with any ongoing requirements in the return-to-play protocol;
 - (iii) Consents to the disclosure to appropriate persons, consistent with the Health Insurance Portability and Accountability Act of 1996 (Pub. L. No. 104-191), of the treating physician's written statement under Subdivision (3) and, if any, the return-to-play recommendations of the treating physician; and
 - (iv) Understands the immunity provisions under TEC Section 38.159. The UIL will provide standardized forms for the 'Return to Play' procedure.

According to the UIL Concussion Management Protocol, following clearance and compliance with the above information, supervised progression of activities should be initiated utilizing the now standardized protocol:

- Student-athlete shall be symptom free for 24 hours prior to initiating the return to play progression.
- Progress continues at 24-hour intervals as long as student-athlete is symptom free at each level.
- If the student-athlete experiences any post-concussion symptoms during the return to activity progression, activity is discontinued and the student-athlete must be re-evaluated by a licensed health care professional.

Phase 1:

No exertion to physical activity until student-athlete is symptom free for 24 hours and receives written clearance from a physician and submission of the required documentation following the concussion injury.

Phase 2:

Step 1. When the athlete completes Phase 1, begin light aerobic exercise – 5 – 10 minutes on an exercise bike, or light jog; no weight lifting, resistance training, or any other exercise.

Step 2. Moderate aerobic exercise - 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.

Step 3. Non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.

Step 4. Full contact practice or training.

Step 5. Full game play.

Subsequent concussion

Any subsequent concussion requires further medical evaluation, which may include a physical examination prior to return to participation. Written clearance from a physician is required as outlined in TEC Section 38.157 before any participation in UIL practices, games or matches.

Potential Need for School/Academic Adjustments & Modification Following Concussion (Return to Learn)

It may be necessary for individuals with concussion to have both cognitive and physical rest in order to achieve maximum recovery in shortest period of time. In addition to the physical management noted above, it is recommended that the following be considered:

- Notify school nurse and all classroom teachers regarding the student athlete's condition.
- Advise teachers of post-concussion symptoms.
- Student **may** need (only until asymptomatic) special accommodations regarding academic requirements (such as limited computer work, reading activities, testing, assistance to class, etc.) until concussion symptoms resolve.
- Student may only be able to attend school for half days or may need daily rest periods until symptoms subside. In special circumstances the student may require homebound status for a brief period.

Addendum:

When evaluating an individual who has sustained concussion, always keep in mind that you are evaluating three separate domains of brain function: Physical/Motor, Cognitive, and Behavioral/Emotional. These represent functions of widely different anatomical regions in the brain (although there are cross over/dual function in some areas).

Evaluation should focus on each domain separately; never assume that if one domain is symptom free the others will also be without symptoms. Separate evaluation protocols/instruments are employed to assess each domain. Documentation of the method of assessment is always helpful to have for subsequent examiners.

EVALUATION DOMAINS

Physical/Motor Cognitive Behavior/Emotional

Dazed/stunned Amnesia Irritable
 Balance difficulties Confused/Disoriented Emotionally
 Unstable/Explosive
 Weakness Slowed Verbal Responses Depressed Excessive
 Fatigue Forgets easily Sleep disturbances Slowed
 Reactions Difficulty Concentrating Anxious
 Lack of facial expressions Short Attention Span Lack of Interest

References:

National Federation of State High School Associations, Suggested Guidelines for the Management of Concussion in Sports; January 2011

HELMET FITTING/MAINTENANCE/CONCUSSION PREVENTION

1. Football coaches are trained on helmet fitting annually.
2. During the helmet fitting process, each athlete shall be educated on proper fit and maintenance of a helmet.
3. Athletes shall all be taught proper techniques for blocking and tackling.
4. Information about proper helmet fit and maintenance shall be posted in all football locker rooms.
5. Coaches will inspect and document each athlete's helmet weekly utilizing the Football Helmet Inspection Checklist.
6. Neck strengthening programs shall be implemented in all football programs.

KATY ISD EMERGENCY ACTION PLAN FOR ATHLETICS

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant of emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities workers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately.

Components of the Emergency Plan

These are the basic components of every emergency action plan for athletics:

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles Of Licensed Athletic Trainers, Student Trainers, Coaches, And Administrators
5. Venue Directions

Emergency Plan Personnel

With athletic practice and competition, the first responder to an emergency situation is typically a member of the athletic staff, most commonly a coach or athletic trainer. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. Certification in cardiopulmonary resuscitation (CPR), athletic safety, prevention of disease transmission, and emergency plan review is required annually for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, certified athletic trainers; student athletic trainers; coaches; parents; and, possibly, other athletes and bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head coach or head athletic trainer. There are four basic roles within the emergency team. The first and most important role is establishing safety of the scene and immediate care of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. In instances that an athletic trainer is available, this role will be assumed by the athletic trainer. The second role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event. The third role, equipment retrieval may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, coaches, and athletes are good choices for this role. The fourth role of the emergency team is that of directing EMS to the scene.

One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, administrator, athlete, or coach may be appropriate for this role.

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

Emergency Communication

Activating the EMS System

Making the Call:

911

Providing Information:

name, address, telephone number of caller

nature of emergency, whether medical or non-medical *

number of athletes

condition of athlete(s)

first aid treatment initiated

specific directions as needed to locate the emergency scene ("Come to the faculty parking lot off of Fairway Drive")

other information as requested by dispatcher

Communication is the key to quick emergency response. Athletic trainers and emergency medical personnel must work together to provide the best emergency response capability and should have contact information such as telephone tree established as a part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. The most common method of communication is a public telephone. However, a cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and use rehearsed by emergency personnel. The emergency equipment available should be appropriate for

the level of training for the emergency medical providers. Creating an equipment inspection log book for continued inspection is strongly recommended.

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise

Medical Emergency Transportation

Emphasis should be placed at having an ambulance on site at high risk sporting events. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue. If an ambulance is not present at an event, entrance to the facility should be clearly marked and accessible. In the event of an emergency, the 911 system will still be utilized for activating emergency transport.

In the medical emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Any emergency situations where there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a “load and go” situation and emphasis placed on rapid evaluation, treatment and transportation.

Non-Medical Emergencies

For the following non-medical emergencies: fire, bomb threats, severe weather and violent or criminal behavior, refer to the school district’s emergency action plan.

Safety Drill

All Katy ISD sports teams are required to do an annual safety drill. This drill shall be completed prior to the end of the first six weeks and /or the first competition. The drill will include all components of the emergency action plan and/or team and be documented by the head coach.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete’s survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department “ownership” in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel. Through development and implementation of the emergency plan, the Katy ISD helps ensure that the athlete will have the best care provided when an emergency situation does arise.

++EAP which is to be posted at all facilities.

High School Emergency Action Plan

Non-Urgent

1. Contact Athletic Trainer or School Nurse
2. Contact Parent

Urgent

1. Call 911
2. Instruct EMS to report to the specific location:

High School / Specific Area within the School
9251 South Fry Road
Katy, Texas 77494

Instruct the EMS to enter the facility from Kingsland Boulevard at the entrance immediately West of the Main Building/Freshman Center. The competition gym is located at the Northwest corner of the main building.

1. Send appropriate personnel to meet and direct EMS personnel into the building from the parking lot.
2. Provide necessary information to EMS personnel.
3. Provide appropriate emergency care until the arrival of EMS personnel.
4. Contact Parent
5. Contact Athletic Trainer/CAC/Principal
6. Contact Security/Katy ISD Police

LOCATION OF AED

1. Closet AED
2. 2nd Closest AED

Emergency Phone Numbers

KATY ISD Police

281-237-4000

Campus Nurse

Name:

281-237-xxxx

9th Grade Nurse

Name:

281-237-xxxx

Campus Coordinator

Name:

Office:

Cell:

Campus Asst. Coord.

Name:

Office:

Cell:

Campus Principal

Name:

Office:

Cell:

Head Athletic Trainer

Name:

Office:

Cell:

Asst. Athletic Trainer

Name:

Office:

Cell:

Athletic Secretary

Name:

Office:

Cell:

Exec. Director of Athletics

Lance Carter

Office: 281-396-2789

Cell: 281-642-2025

Asst. Ath. Director

Pat Dowling

Office: 281-396-7782

Cell: 281-779-3096

Asst. Ath. Director

Angela Spurlock

Office: 281-396-7785

Cell: 832-278-0258

Asst. Ath. Director

Kyle Green

Office: 281-396-7783

Cell: 832-613-7958

Asst. Ath. Director

Justin Landers

Office: 281-396-7797

Cell: 281-220-9912

District Athletic Coordinator

Matt Melendez

Office: 281-396-7616

Cell: 832-630-8681

Katy ISD Athletic Safety Drill Checklist

Date of Drill _____

Time of Drill _____

School _____

Coach _____

Team _____ FrB FrA Soph JV Var All

Situation: An athlete has been participating in drills when they suddenly collapse and are lying on the ground unconscious.

1. Athlete care given by _____.
2. EMS activated by _____.
3. AED retrieved by _____.
4. Athletic Trainer/Nurse contacted by _____.
5. EMS met at designated area by _____.
6. Crowd control handles by _____.
7. Parent Contacted by _____.
8. Katy ISD police contacted by _____.

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

Coaches Signature _____

Student Athlete
Athletic Safety Training

School _____

Sport _____

Date of Training _____

This training has been conducted, using the materials available on the SB 82 portion of the Health and Safety Section of the UIL web site.

Coaches Signature _____

Attach a roll sheet of the athletes who attended this training.

BUSINESS AND ACCOUNTING PROCEDURES

BUDGET

All head coaches will work with the Campus athletic coordinator and the Executive Director of Athletics in the development of the athletic budget.

PURCHASE ORDER REQUEST AND DELIVERIES

Each Head coach is responsible for the purchasing of equipment and supplies needed for his/her sport. Before any ordering is done for your sport, you must have a purchase order issued from the Katy ISD purchasing department. The first step to ordering is to identify district contracts and approved vendors.

DETERMINE THE VENDOR AND VENDOR NUMBER

- Vendors that are currently on contract with Katy ISD are called Bid or Contract Vendors. Many contracted vendors are listed on the Knowledge Base under Purchasing. (Admin/Purchasing/Award Summaries/Athletics).
- Award Summaries are spreadsheets listed by contract name and include the vendors that have been awarded or chosen to provide each commodity. In many cases you will find pricing, discount, and freight information. The use of vendors that are not currently on contract with KATY ISD is highly discouraged.

A. OTHER AVAILABLE CONTACTS

1. To provide additional contract resources, Katy ISD is a member of a number of state approved purchasing cooperatives. Purchasing through the cooperative's awarded contracts satisfies the competitive procurement requirements from the State. Examples of approved purchasing cooperatives are Buyboard, Reg V, TCPN, etc.
2. If utilizing these contracts for your procurement, you may need to obtain a written quote from the vendor referencing the cooperative and containing any appropriate contract information required by the cooperative.

PURCHASE ORDERS - REQUISITIONS "Requisition Worksheet"

Once you have identified a vendor and gotten any required quotes, you must fill out a requisition worksheet for the Athletic Secretary.

- Include a copy of your quote with your requisition worksheet.
- Fill in all spaces where appropriate – the more information the better.
- Include any discounts.
- Include shipping if necessary (remember most vendors charge shipping on large items if you are not sure call them).
- Make sure you have included information to properly budget code the PO for example: "KHS/Boys Basketball" or "User Fee" or "THS/Tennis ½ boys & ½ girls", etc.

Misc. Notes:

- Do not order directly through the vendor – a purchase order must be issued to provide a proper paper trail for payment and audit.
- Do not change your order with the vendor after the purchase order has been sent. If a change must be made, call the KATY ISD Athletic Financial Secretary and together we will handle it properly.
- Do not accept any double shipments – these are not free – we will be billed causing over spending.
- Please make sure you have all items on your order before you sign off on the PO for payment.

ENTRY FEES - “Request for Check” – Form, invitation and any additional funds (payable to Katy ISD)

- Fill out the “Request for Check” form located on MyKaty Cloud, online forms – all blanks must be filled in. Print the form.
- Attach the meet invitation and/or information letter from the coach/organization that is sponsoring the event. This letter needs to include the cost of the event, who to make the check payable to and the address for mailing.
- Be sure to check the current Area Athletic Directors Entry Fee Agreement to make sure you request the correct amount.
- **If it is within the Agreement** please note on the Check Request Form. The check request form and the tournament invitation must be turned in together to the athletic secretary..
- **If it is outside the agreement and the allowed amount**, - The district will only fund the entry fee agreement rate. Any additional funds must be provided via a fundraiser, booster club account, or activity account. The check request form, tournament invitation, and payment for the remaining balance must all be turned in together to the Athletic Secretary.
- If an Entry Fee is to be made out to another KISD Campus or Katy ISD Booster Club, a PO will not be needed. Please have your campus athletic financial secretary get this information to the Katy ISD athletic financial secretary to process a Journal Voucher after the event has taken place.

EMPLOYEE REIMBURSEMENTS/MILEAGE “Employee Self Service” or “TRIP”

All overnight employee travel that does not include students must be pre-approved using the TRIP system. All employees must refer to the TRIP information in the Katynet Knowledge Base for information about hotel requirements and reimbursement limits. All athletic department trip requests should be routed to Justin Landers for approval. After returning from the trip, the employee must do the actual section of the trip request and print the worksheet. The worksheet with all receipts must be turned into the athletic coordinator for approval. ***The Athletic Department does require meal receipts to be turned in at time of reimbursement.***

All other employee expense reimbursements should be directly entered into Employee Self Service found on the Katy Cloud by the employee. All employee expenses should be pre-approved by the athletic coordinator.

- To insure prompt payment please read the instructions provided within the Employee Self Service.
- Once you have submitted the claim, print the claim (*make sure the claim number is on the claim*) and have the campus athletic coordinator sign the claim. The signed copy and all backup documentation must be given to the Katy ISD athletic financial secretary for final processing.
- **Tape all of your original receipts** to a blank piece of paper. Also if you had a hotel stay the business office must have the hotel receipt that shows you paid and a balance of zero.
- **All meal receipts must be itemized** (showing what was purchased)
- If you drove and used your own vehicle, list the number of miles traveled and provide a MapQuest or Google backup as documentation.
- Once approved, the athletic financial secretary will send it to the Katy ISD business office for payment.

COACHING/MEMBERSHIP/CLINICS

High school and junior high athletic coordinators are responsible for determining the reimbursement amount for coaches on their campus during the months from September 1st – August 31st of the Katy ISD budget cycle.

All coaches must get prior approval from their campus athletic coordinator **before** travel arrangements for a clinic are made. Booster clubs may not directly reimburse coaches for clinic registration, association memberships or travel expenses. Booster club funds may be donated to Katy ISD for such purposes.

All coaches are responsible for clinic registration, memberships and meal expenses, unless decided upon by the campus athletic coordinator. Upon completion of the clinic, the coach should use the Employee Self Service or TRIP to process a claim following the steps from the section '**Employee Reimbursements and Mileage**'. Be sure to include a copy of your certificate of completion for any clinic attended. Eduphoria credit for Out-of-District Staff Development forms are also due at that time. Turn all clinic certificates into the KATY ISD athletic administrative assistant.

ATHLETIC PARTICIPATION FEE

KATY ISD Athletic Department Athletic Participation Fee Guidelines and Procedures

1. Every student who is enrolled in an athletic class or participates after school with an athletic team must pay an athletic participation fee. This includes student managers and trainers.
2. The participation fee is \$50 for high school athletes and \$40 for junior high athletes. \$4 of each athletic user fee monies collected will be allocated for soap, towels, and washing equipment replacement.
3. At the high school level, the head coach of each sport is responsible for collecting and depositing the athletic participation fee for their athletes with the athletic secretary.
4. At the junior high level, the campus coordinator is responsible for collecting and depositing the athletic participation fee for their athletes with the campus financial secretary.
5. At the junior high level, \$33 of athletic participation fee monies collected will be allocated to spend on practice soft good items for each campus.
6. At the high school level, each sport will be credited for \$33 per athlete collected to spend on practice soft good items. This is to account for multiple sport athletes.
7. Each sport which has athletes who paid their participation fee to another program will also be credited \$30 for that athlete. The coach needs to provide a roster from Rank One indicating which athletes paid to another sport. The collection of the fee needs to be verified with the coach from the sport which collected the participation fee.
8. For athletes who have already paid a PE user fee, the coach should collect the difference from the amount paid to PE and the athletic participation fee.
9. **Any money collected for lost items shall be deposited back into the athletic participation fund using a deposit worksheet.** All deposits for lost goods will be credited directly back into the sports individual account.
10. It is the expectation that collected fees are spent on the athletes during the year that they are collected. The participation fee account is **not** a savings account.

Fees Collection/Deposits

1. All fee collections will be tracked through TAC. Instructions on how to properly receive fee payments can be found in Katy One Source - finance. The training video is titled "Student Payment Application Training Video". All coaches who are responsible for collecting fees are required to watch this video and follow all procedures.
2. The only person authorized to waive a fee is the principal. If you desire to waive a fee, the principal must submit a fee waiver form.

CAMPUS CONTEST MANAGEMENT

A. ADMINISTRATOR ON DUTY (SCHOOL ADMINISTRATOR IN CHARGE OF THE

EVENT) PURPOSE

The purpose of the administrator on duty is to assist in managing school events so that students learn and every guest enjoys the event in a comfortable, safe, secure and healthful environment. The administrator on duty guides student behavior, correcting and redirecting students whose behavior begins to interfere with another's enjoyment of the event; when necessary the administrator on duty will enforce the student code of conduct. In addition to the core responsibilities associated with the school the administrator has duties defined by the event governing body (UIL).

COMMON RESPONSIBILITIES

The following responsibilities are common to all event staff, including the administrator on duty:

1. Participate as part of the event safety and security team.
 - a. Attend the pre-event briefing to learn about any special event operations, safety and security measures for the specific event.
 - b. Maintain communications with event supervisory staff and know how to call for assistance including assistance from emergency services.
 - c. Be visible to students and guests without interfering with their view of the event.
2. Provide customer service to students and other guests attending the event in a friendly and helpful manner.
 - a. Provide reliable information and direction.
 - b. Assist guests with questions or needs, especially those with functional needs such as disabilities, limited English, or children attending without an adult companion.
 - c. When necessary state the local school and venue's rules and clarify the rules when questions arise.
 - d. Correct inappropriate or offensive behavior.
3. Act as a trained observer, observe and report.
 - a. Any conditions which could endanger those attending the event (safety hazards).
 - b. Any behaviors which are inconsistent with reasonable civility, sportsmanship, good citizenship, interfering with other's enjoyment, or the student code of conduct.
 - c. Evidence of criminal behavior, suspicious behavior, suspicious items, or suspicious conditions.
 - d. Any individual needing medical attention such as those suffering from heat injury, seizure, injury, or sudden illness.
 - e. Children or others who appear to be lost or in need of assistance to reunite with family.
4. Take action, when necessary, to assist with safety, security, and emergency operations.
 - a. Report safety hazards while keeping guest from entering the hazard area.
 - b. Check doors to non-public areas or areas not used for the event to see that they are secured and do not allow unauthorized access.
 - c. Challenge anyone found in a non-public area to determine if they have authorization to be in the area; if they are not authorized, ask them to return to the public area and report the incident.
 - d. Report suspicious items or conditions without touching or moving potentially dangerous items; secure the area to prevent others from entering until security can investigate.
 - e. Assist children until they are reunited with family.

POSITION SPECIFIC RESPONSIBILITIES

1. Assist with event planning:
 - a. Understand the educational purpose of the event and consider how school administration can support that purpose.
 - b. Consider what conditions might exist, including weather-related hazards and known threats of violence, which could create changes for even safety; communicate those conditions so that they might be included in the pre-event briefing.
 - c. If necessary, based on the available information, request additional security and law enforcement personnel for the event.
 - d. If necessary, based on available information, request first aid support (including cooling stations for hot weather outdoor events).
 - e. Consider how access to non-event facilities can be limited and implement controls.
 - f. Develop an event communications plan so that other personnel can contact administration during the event and so that administration has constant communications with event supervisors, security and emergency services.
2. Assist with event planning:
 - a. Arrive before the guest and be visible to guests as they approach or enter the venue.
 - b. Welcome guests as a way to demonstrate that administration is present to enforce the student code of conduct.
 - c. Remain at the venue throughout the event, focus on watching student behavior and assisting guests with their needs (the administrator on duty is not a spectator).
 - d. As an extension of being a trained observer, visually screen students particularly students expected to disrupt the event for evidence and behavioral markers that they intend to create havoc.
 - e. As an extension of being a trained observer watch for evidence that students known to have functional needs have a particular need during the event.
3. Be a problem solver and authority figure:
 - a. The administrator will usually be the first appeal for individuals wanting to challenge the school or venue rules and behavioral expectations, know and be able to explain the rules and behavioral expectations.
 - b. Enforce the rules and behavioral expectations.
 - c. Deescalate aggression by students or other guests.
 - d. Oversee that non-event areas of the school or venue are secured from unauthorized access by students or others.
 - e. Oversee and ensure that all emergency egress routes remain accessible throughout the event.
 - f. If an incident occurs during the event, organize the school response, focus particularly on caring for students (children) until they are reunited with family.
4. Protect students and school property:
 - a. Report any suspected child abuse or neglect to law enforcement.
 - b. Watch for and report abuse of school facilities by adults.
 - c. Enforce the student code of conduct on respect for school facilities and equipment.
 - d. Ensure that appropriate steps are taken at the end of the event to prevent or correct public health nuisance conditions or safety hazards.
 - e. If the venue is at the school, ensure that school facilities will be ready for use the next school day.

- f. Remain at the school until all students have gone home or are with parents and all school personnel have completed their event duties.

UIL REQUIREMENTS FOR GAME ADMINISTRATORS

In all UIL high school varsity, high school sub-varsity and junior high athletic team contests, a game administrator shall be appointed by the home school. That person shall be a coach (other than the game coach), teacher or administrator. The responsibilities of the game administrator are as follows:

1. See that officials are directed to their dressing room.
2. Meet with the officials prior to game time (preferably on the playing field or court).
3. Inform the officials where the game administrator will be seated.
4. Assist the officials if they need to discourage unsportsmanlike conduct of a fan, player or coach (such as removal from the gym).
5. Check with the officials after the game to see if there is any misconduct that needs to be reported.
6. Offer to provide an escort for the officials to their cars.
7. Report incidents to the appropriate school administrator (home team or visitor).
8. Report severe verbal abuse or physical contact of the official and any ejections of coaches and fans to the Katy ISD athletic office in writing by the next working day.

B. EVENT SUPERVISOR

1. CAC, Asst. CAC or CAC designee
2. Back-up Administrator
3. Responsible for ticketing equipment.
4. Responsible for finding workers for games and giving the list of names to the campus athletic secretary.
5. Meet, greet and direct officials to dressing area.
6. Distribute and collect all gate worker and officials pay sheets.
7. Unlock facilities prior to event and secure upon completion of event.
8. Responsible for facility preparation, set-up and take-down (lights, scoreboard, etc.).

C. GATE INFORMATION SHEET

1. The only authorized passes for KISD athletic events are on the pass sheet. No other passes are to be accepted. There have been patrons presenting passes claiming they bought the pass and they were told it would be honored. Please find out who they bought the pass from and refer them to the athletic office.
2. The pass sheet has the information about how many can enter using the pass. The General Admission Pass can be used by adults and/or students. Each pass is for a one time entry only. We will accept a Military ID (holder only) for entrance to an athletic event. This is for active, inactive, or family as long as they have an ID for each person gaining admittance. Someone from the officials association may come to a game stating they are evaluating the official calling the games. They will have an official's association card and should be allowed admittance.
3. The Gold Card will be the **only way** a senior citizen can gain admittance to a game for free. All other senior citizens (65 or older) who produce a driver's license will be charged a student rate for their ticket. For more information about the Gold Card, patrons can contact the Katy ISD Communications Department at 281-396-2308.
4. Athletes will be allowed to attend their campus' home games that are hosted on their campus and home and away games played at Legacy/Rhodes Stadiums by presenting a student ID with a current school sport sticker. i.e. A MCHS football player's pass will allow free admittance to a MCHS soccer game at MCHS. A MCHS football player's pass will not allow free admittance to a MCHS soccer game at THS.
5. Lightning/Refunds. Refunds for cancellations will be handled through the Athletic Department
6. Special circumstances.
7. Ticket Prices for campus events are \$5 for adults and \$2 for students (kindergarten and up).
8. A gate will be charged at all campus events unless the central athletic office approves changes due to special circumstances.

Athletic Administration Contact Numbers

Pat Dowling (281)779-3096 Justin Landers (281) 220-9912
Angela Spurlock - (832)278-0258 Kyle Green (832) 613-7958

Ticket Procedures For Campus Based Athletic Events

D. TICKET PRICES

Tickets for athletic events can be accessed at [Katy ISD Tickets](#)

Pre-Sale Ticket Prices:

Reserved: \$10
General Admission – Adult: \$6.00 General
Admission – Student: \$4.00

Rhodes and Legacy Stadiums on Game Night:

Adult: \$10.00
Senior & Student w/ ID: \$5.00

Campus Based Varsity/Sub-Varsity/Junior high Ticket Information - On-Line Only

All Sub-Varsity Games:	Adults \$5 Senior & Student \$2
All Junior High Games:	Adults \$5 Senior & Student \$2

E. KATY ISD JUNIOR HIGH PASS

- Price for the 2023-2024 will be \$40.00
- This pass may be purchased at [Katy ISD Tickets](#)
- The pass admits one and is good for ONE entry per event.

OFFICIALS

The high school head coach of each sport is responsible for securing officials for all contests. The assistant athletic director will handle all junior high football, volleyball, soccer and basketball contests. The executive director of athletics is responsible for signing and returning all athletic official's contracts.

RHODES and LEGACY STADIUMS [WEBSITE](#)

CROWD CONTROL

A. GUIDELINES

KATY ISD CROWD CONTROL GUIDELINE AND ORGANIZATION/MEDICAL PROCEDURES

Game Administrator: Campus Games: Campus Principals
Rhodes and Legacy Stadium: Katy ISD Athletic department/Campus Principals/Assigned Asst. Principals

Principals will check in with the Katy ISD athletic department personnel at Rhodes and Legacy Stadium prior to the game.

Katy ISD Police/Security Department - Officers will be stationed so that they are visible and can respond to any situation.

Event Staff: Ticket takers and gate workers

Video: Campus games; select games will be videotaped Rhodes and Legacy Stadium; 24 hour video surveillance

Officials: Game officials will be escorted by either security or the game administrator

Visiting Team: Visiting team will be escorted by either security or the game administrator

Incident Reports: Any incident that needs to be reported shall be reported the next day to the campus principal and to the Katy ISD athletic department

Miscellaneous: Any games that require additional security or staffing will be recommended through the Katy ISD athletic department or the campus principal any unauthorized individual on the field at any time without a sideline pass obtained through the Katy ISD athletic department will be removed by stadium security. Bands, drill teams, and spirit groups will enter the stadium through the North Gates. Katy ISD Police, Security, Game Administrators, Press Box Personnel, and Katy ISD Athletic Department Personnel will communicate through cell phones and radios emergencies such as, but not limited to, terrorist threat, stadium evacuation, unusual or severe weather will be turned over to the Katy ISD Police Department Medical emergencies at Rhodes and Legacy Stadium will be handled by the Katy Fire Department.

Athletic Department: Lance Carter 281-642-2025 Pat Dowling: 281-779-3096
Angela Spurlock: 832-278-0258 Kyle Green: 832-613-7958
Justin Landers: 281-396-7797 Matthew Melendez 832-630-8681

B. LARGE EVENT CHECKLIST

Checklist is to be completed for any event in which the expected attendance exceeds 250 patrons.