

UIL/DISD COACHING RESPONSIBILITIES

UIL Website:

Professional Acknowledgement form (UIL, Forms, Professional Acknowledgement form)

All staff JH/HS have to sign this form and have it notarized. See administration office to get form notarized. This only applies to new district employees and is only done one time.

Fundamentals of Coaching Course (UIL Website, Athletics, NFHS Symbol, Courses, Register, \$35.00)

Fundamentals of Coaching Course is a onetime course unless misconduct or ejection takes place. Print off certificate and hand in to AD office to be placed in your file. The \$35.00 course fee will not be reimbursed by the school district.

Rules Compliance Program (UIL, Athletics, Rules Compliance Program, Go to courses, Self-Register, I will have to activate your account, Take the Courses, Print Certificates.)

The Courses you will take will be the sports that you will be coaching. They have to be taken each year.

Concussion Training

Every coach is required to take a 2 hour concussion training course every two years. Google Texas Health Ben Hogan Sports Medicine to take the two hour course.

Rule Changes- Head Coaches must look up your sports rule changes.

Coaches Expectations:

- Be prompt (first to arrive and last to leave).
- Be organized/prepared for everything that you are involved in teaching and coaching.
- Know the rules.
- Conduct yourself appropriately during a practice and game. BE A CLASS ACT.
- Be supportive of all programs.
- Tattoos have to be covered up by athletes and Coaches.
- Male athletes are to keep their hair its natural color and must keep at the appropriate length as stated in the student-parent handbook.
- Male athletes cannot wear earring or body piercing on school grounds.
- Enforce Dress code, hair and earring policy all school year (not just during season).
- Ejection could result in taking Fundamentals of Coaching course again costing an additional \$35.00 six hour course, and take a modeling Behavior Course \$20.00, 1 ½ hour course, plus trip to Austin.
- Be where you are supposed to be, meetings, ARD's, athletic periods.
- Players will keep their uniforms tucked in at all times, before and after game.
- Player ejection/technical foul will be under review for possible suspension.

OPERATIONAL PROCEDURES

Student Travel (Blue sheets must be in prior to travel when missing school time).

- Submit travel list 2 days prior to leaving with assistant principal's signature and give Blue sheet plus 1 copy to Carisa Blackwell in the main office.
- AESOP when you will miss ½ or full day. See Linda Godfrey or Keely Chumley if only missing one class or two.
- Transportation Request- Turn in all regular season transportation request prior to the start of your season. Post season travel will be made in advance as needed. White busses hold 46 passengers and Demon Vans 14 passengers.
- **Only drinks that have screw caps. No sunflower seeds, no peanuts, no chewing gum, and no small crackers such as goldfish or cheezits. Please deposit all trash in waste container. It is the responsibility of the group using the vehicle to make sure the floors and seats have been cleaned of debris.**
- Make sure seat belts are worn if the vehicle you are taking has seatbelts.
- Inspect transportation vehicle before and after you return it. If damage to a bus occurs on a trip and you are the driver, be sure and fill out an accident report with the transportation department.
- Athletes must ride with the team (unless driven by parent with prior approval by coach) to the contest. Coming back is up to you. Must have a note by the parent and athlete released to the parent.
- Make sure lesson plan folders are available for your substitute.
- Meals- Give Kilee a week's notice in advance of the trip for meal money if not going to charge. **NO IN TOWN FEEDING BEFORE LEAVING ON A TRIP.** Must leave before 6:00am for breakfast, 11:00am for lunch, and 5:00pm dinner. Meal money cannot exceed \$7.00 for regular season, \$9.00 for post season, and \$11.00 for state competition.
- Turn in all meal receipts and a list of those who ate to Kilee the following day. Make sure total charge and the number of athletes do not exceed \$7.00.
- **WE DO NOT PAY GRATUITY FOR MEALS.**
- **MUST BE A DISD SCHOOL EMPLOYEE TO RIDE ON SCHOOL BUS OR GET PRIOR APPROVAL.**

Overnight Trips

- All overnight trips must be approved and need to be submitted 20 days prior to contest. Erika Balderrama @ Central Office will make all hotel reservations, meal money, and transportation request. Be sure to provide hotel information, cost, and number of people traveling.
- Competition must allow you to return home by midnight or you will be required to spend an addition night.
- If you are single your boyfriend or girlfriend cannot stay in your room.
- When boy and girl athletes travel together for an overnight trip you must have a male and female sponsor. Can be a parent.
- Each sport has the option of one fully paid overnight trip paid by the school. Additional trips must also have prior approval with booster clubs paying for the motel.
- For regional competition it may be necessary to request motel rooms at the beginning of the school year.

Coaches Travel (All travel must be approved)

- Athletic programs that are eligible for professional development 2016-2017 school year.
 - Basketball Boys and Girls
 - Cheerleading
 - Football
 - Softball
 - Trainer
 - Wrestling
- Athletic programs that are eligible for professional development 2017-2018 school year.
 - Soccer Boys and Girls
 - Track Boys and Girls
 - Baseball
 - Cross Country
 - Golf
 - Powerlifting
 - Tennis
 - Volleyball
- Make all arrangements 20 days in advance for overnight travel.
- Each coach is eligible to travel for the sport he/she has responsibilities.
- Money for meals, parking, etc. will be reimbursed after you return from the overnight trip. Keep itemized receipts for meals, gratuity cannot exceed 15%.
- During a regular day travel you will not be reimbursed for meals if the trip does not exceed 4 hours beyond the normal work day.
- Overnight coaches travel meal reimbursement must leave before 6:00am breakfast (\$10.00), 11:00am lunch (\$15.00), and 5:00pm dinner (\$21.00), for a total of \$46.00.
- When you take a school vehicle and a gas card is needed be sure and check one out through the transportation department. **Keep all gas receipts.**
- MUST GET PRIOR APPROVAL IF TAKING YOUR OWN VEHICLE TO GET REIMBURSED FOR MILEAGE.
- To drive a school vehicle you must turn in a Driver's License and birth date to transportation. Must be a Texas Driver's License.