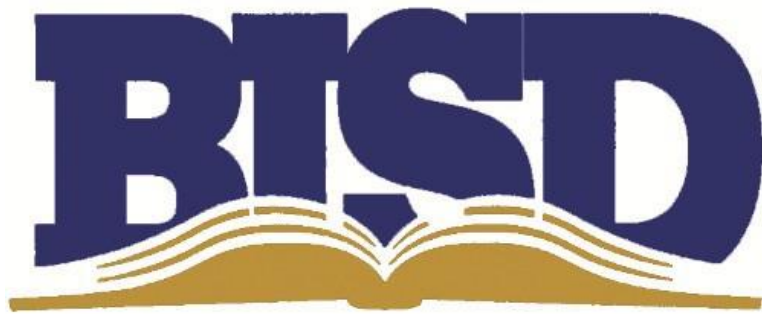


**BIRDVILLE INDEPENDENT SCHOOL  
DISTRICT**

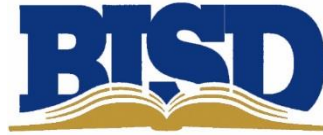


**ATHLETICS  
HIGH SCHOOL  
HANDBOOK  
2020-2021**

# **TABLE OF CONTENTS**

Birdville ISD Personnel.....	4
Birdville ISD Athletic Personnel.....	5
Birdville ISD Schools/Feeder Schools.....	6
Letter from Athletic Director.....	7
Signature Page.....	8
Athletic Philosophy/Goals of Interschool Athletics.....	9
C.O.R.E. Values.....	10
UIL Statement of Purpose.....	11
Athletic Administrative Guidelines.....	12
Charter Bus Rentals.....	13
Use of Electronic Media.....	14
Job Descriptions.....	15-26
Campus Coordinator.....	15-18
Assistant Campus Coordinator.....	19-22
Head Coach.....	23-24
Assistant Coach.....	25
Athletic Trainer.....	26
High School Coordinator Checklist.....	27
Extracurricular Honor Code.....	28-32
Concessions and Booster Club Information.....	33
Relations with Parent Organizations.....	34-36
UIL Booster Club Guidelines.....	37-39
Student/Athletes New to Birdville ISD.....	40
Athletic Trainers/Protocol for Injuries.....	41
Birdville ISD Pre-Participation Confidentiality Protocol.....	42
District Policies Regarding Student/Athletes & Coaches.....	43
Athletic Policy Concerning Infectious Diseases Transmitted Through Blood and Bodily Fluids .....	44-45
Heat Guidelines.....	46-47

Facts Regarding Lightning.....	48
Lighting Guidelines.....	49
Birdville ISD Cold Weather Policy.....	50
Procedure for Ordering/Receiving Equipment.....	51
Purchasing Awards/Lettering Policy.....	52
Eligibility/Forms.....	53
Admission Policy to Contests.....	54
Schedule Preparation.....	55
Cancellation of Sporting Events.....	56
Travel Information.....	57
Entry Fee Instructions.....	58
FORMS.....	59-70
• Purchase Order/Voucher Request Form.....	60
• BISD Athletic Pay Voucher (sample).....	61
• Athletic Equipment Inventory.....	62
• Athletic Injury and Treatment Report.....	63
• Beginning of Season Parent Meeting.....	64
• Beginning of Season Participation Record.....	65
• Booster Club Contributions.....	66
• Community Service Activity.....	67
• Donation Acceptance Recommendation.....	68
• End of Season Participation Record.....	69
• Special Honors.....	70



**BIRDVILLE INDEPENDENT SCHOOL DISTRICT**  
**BOARD OF TRUSTEES**

Jack McCarty	President
Joe Tolbert	Vice President
Kelvin Dilks	Secretary
Whitney Harding	Trustee
Richard Davis	Trustee
Ralph Kunkel	Trustee
Kris Drees	Trustee

**SUPERINTENDENT'S CABINET**

Darrell G. Brown, Ph.D.	Superintendent
Elizabeth A. Clark, Ed.D.	Associate Superintendent for Curriculum and Instruction
Katie Bowman	Associate Superintendent for Finance
Skip Baskerville	Associate Superintendent for Human Resources, Governance and Support Services
Dave Lambson	Executive Director of Technology
Mark Thomas	Communications Officer

# **BIRDVILLE INDEPENDENT SCHOOL DISTRICT**

## **Athletic Department**

Chris Feris	Director of Athletics
Lesa Master	Assistant Athletic Director
Lacy Foster	Safety & Compliance Coordinator
Debbie Sledge	Administrative Assistant
Cheryl Tonkinson	Administrative Assistant
Vicki Barke	Administrative Assistant, FAAC

## **High School Coordinators**

Jason Tucker, Mandy Rogers	Haltom High School
Ged Kates, Shelley Davis	Richland High School
Lon Holbrook, Eddie Brown	Birdville High School

## **Middle School Coordinators**

Matthew Donnell, Betina Rhine	Haltom Middle School
Austin Woodall, Sherryl Dickey	North Richland Middle School
Demarcus Haskins, Destiny Montemayor	Richland Middle School
John Garcia, Robert Merritt	North Oaks Middle School
Wesley Eidson, Elizabeth Speaks	Watauga Middle School
Mark Bird, Danielle Lawson	Smithfield Middle School
Shayla Huff, James King,	North Ridge Middle School

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT  
HIGH SCHOOLS AND FEEDER SCHOOLS  
2020-2021**

---

---

**HALTOM HIGH SCHOOL (001)**

5501 N. Haltom Road  
Haltom City, TX 76137  
Dr. E. Dion Varnado, Principal  
Jason Tucker, Campus Coord.  
817-547-6000

**Haltom Middle School (041)**

5000 Dana Drive  
Haltom City, TX 76117  
Tim Drysdale, Principal  
Matt Donnell, Campus Coord.  
817-547-4000

**North Oaks Middle School (044)**

4800 Jordan Park Drive  
Haltom City, TX 76117  
Jennifer Klaerner, Principal  
John Garcia, Campus Coord.  
817-581-5344

**Watauga Middle School (045)**

6300 Maurie Drive  
Watauga, TX 76148  
Shannon Shedd, Principal  
Wesley Eidson, Campus Coord.  
817-547-4800

---

---

**SHANNON HIGH SCHOOL  
(012)**

6010 Walker Street  
Haltom City, TX 76117  
David Williams, Principal  
817-547-5400

---

---

**RICHLAND HIGH SCHOOL (002)**

5201 Holiday Lane East  
N. Richland Hills, TX 76180  
Mark McCanlies, Principal  
Ged Kates, Campus Coord.  
817-547-7000

**N. Richland Middle School (042)**

4801 Redondo St.  
N. Richland Hills, TX 76180  
Steve Ellis, Principal  
Austin Woodall, Campus Coord.  
817-581-5342

**N. Ridge Middle School (047)**

7332 Douglas Lane  
N. Richland Hills, TX 76180  
John Davis, Principal  
Shayla Huff, Campus Coord.  
817-547-5200

---

---

**BIRDVILLE HIGH SCHOOL (010)**

9100 Mid-Cities Boulevard  
N. Richland Hills, TX 76180  
Jason Wells, Principal  
Lon Holbrook, Campus Coord.  
817-547-8000

**Richland Middle School (043)**

7400 Hovenkamp Ave.  
Richland Hills, TX 76118  
Jody Fadely, Principal  
Demarcus Haskins, Campus Coord.  
817-595-5143

**Smithfield Middle School (046)**

8400 Main Street  
Smithfield, TX 76180  
Kyle Pekurney, Principal  
Mark Bird, Campus Coord.  
817-547-5000



Birdville Independent School District

## Athletics Department

Chris Feris, Director

6108 Broadway • Haltom City, Texas 76117 • 817-547-5820 • Fax 817-547-5824 • [www.birdvilleschools.net](http://www.birdvilleschools.net)

This handbook is designed to serve as a guideline for the Birdville ISD Coaches. We hope that it will help you throughout the school year and the season that pertains to your coaching position. Please call the Athletic Office at any time if you have a question or concern (817-547-5820).

The University Interscholastic League is the governing body for the athletic programs in the Texas Public Schools. Our programs will fully support and enforce the rules set forth by the U.I.L.

As a Department, BISD Athletics exists to compliment the education of each individual that comes into contact with our programs. We strive to help each student-athlete develop and become the best that they can be at whichever sport they choose. However, not all students are capable of competing in certain programs. One of the most difficult tasks facing a coach is making the judgment as to who should be selected to compete in each program. Students are not obligated or required to participate in athletics. It should always be stressed that being a member of an athletic program is a privilege and not a right. Because it is a privilege, the coaches have the authority to revoke this privilege when rules are not followed.

Two of the best things that one can learn through an athletic contest are to deal with success and overcome adversity. Winning is the admirable goal of competition, but it is nothing if it comes at the expense of morals, ethics, and common sense. This is where we can teach those in our program how to succeed in a future they create, especially by showing good sportsmanship.

Being involved in athletics demands a lot of time and dedication from coaches and players alike. A coach must always remember that the student-athletes reflect your attitudes, beliefs, and work ethic. By demonstrating discipline, responsibility, and a strong work ethic, your programs will also display these traits. Develop these traits in the student-athletes in your program, and you will develop a program of which our entire community can be proud!

Chris Feris  
Director of Athletics  
Birdville ISD

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT  
ATHLETIC HANDBOOK**

I hereby acknowledge receipt of my personal copy of the BISD Athletic Handbook. I have read and I understand the policies and procedures.

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

*Please return this signed sheet to the Athletic Director upon receiving and reading your Athletic Handbook.*



# ATHLETIC PHILOSOPHY

Win, lose, or draw, there are great values in educational competition. The pitting of one's skills, knowledge, and talent against friendly opponents is a means of learning one's own strengths and weaknesses. Good contests, properly supervised, give youthful competitors the opportunity to gain self-confidence, improve skill, and learn to win with humility and lose with grace.

When we strive honestly to improve ourselves by measuring our progress against our friends, we are raising our knowledge to the limits of our abilities. By pitting our efforts against others, we learn how we stand, and we know what we must do to improve. The self-discipline and sacrifice involved in competition are keys to those same values that will be of great benefit to everyone in life. In the best of competition there are no losers.

Athletic participation is a privilege, not a right.

## GOALS OF INTERSCHOOL ATHLETICS

For the program to be a vital part of the educational program and to insure the achievement of aims for the player, the student body, and the community, the following philosophical goals of athletics were developed:

1. Athletics must be for all students who are physically able to participate.
2. Athletics must (a) be educational, (b) contain desirable authorities, both local and state, and (c) have leadership by regular members of the school staff.
3. Athletic participation should contribute to (a) health and social competence, (b) moral values, (c) a sense of cooperation, (d) self-discipline, (e) a spirit of competition, and (f) a realization of values of group goals.
4. School athletics should be an educational force of great magnitude and should be used as such. A concerted effort should be made to capitalize on all the potential values of school athletics.
5. Judgment of the ability of an athlete should be based on what the participant can do, and not on who the athlete is socially, ethnically, or economically.
6. Athletic contests should always be played with emphasis on fun, physical development, skills, social experience, and good sportsmanship.

# C.O.R.E. Values

## 1st Six Weeks

**Value:** Responsibility; **Definition:** Ability to distinguish between right and wrong and to be accountable for one's behavior. Accountability.

## 2nd Six Weeks

**Value:** Empathy; **Definition:** Ability to identify with and understand somebody else's feelings or difficulties. Understanding, Compassion.

## 3rd Six Weeks

**Value:** Kindness; **Definition:** Being sympathetic and caring. Gentleness, Loving.

## 4th Six Weeks

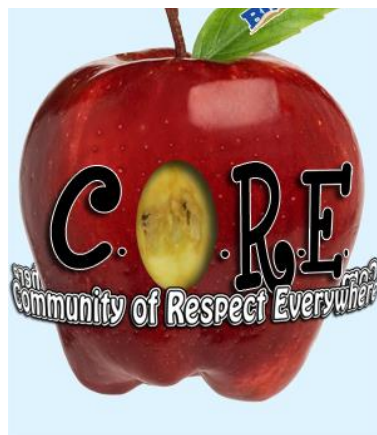
**Value:** Honesty; **Definition:** Being truthful, fair and trustworthy. Integrity.

## 5th Six Weeks

**Value:** Acceptance; **Definition:** Willingness to treat someone or something of different views, cultures, religions or appearance with fairness. Open-mindedness.

## 6th Six Weeks

**Value:** Courage; **Definition:** Ability to face difficulty or uncertainty without being overcome with fear. Bravery, Valor.



# U. I. L. STATEMENT OF PURPOSE

The University Interscholastic League believes: That most students enjoy the pursuit of excellence and seek opportunities to test themselves against their own accomplishments and those of their peers,

That such opportunities are best provided through properly conducted and equitably administered competitive activities,

That the classroom is enriched by the flow of student energy into the more intensified arena of competition and back into the classroom.

Therefore, we reaffirm that students are the focus of our endeavor and deserve an opportunity to:

- Define physical and mental aptitudes,
- Nurture self-realization and build self-confidence,
- Feel a sense of pride and dignity,
- Experience teamwork and develop a sense of fair play,
- Develop the ability to lead and the willingness to follow,
- Foster self-discipline and perseverance,
- Learn the need for rules and for the gracious acceptance of decisions,
- Affirm self-worth in times of disappointment as well as adulation,
- Cultivate lifetime skills,
- Complement their classwork with practice and performance,
- Have fun,
- Experience the joy of achieving their potential in a wholesome environment
- and,
- Discover that ultimately the true meaning of winning is doing one's best.

## **Athletic Administrative Guidelines**

### **Campus Principal**

The Principal/Campus Athletic Coordinator, along with the District Athletic Director will work together for coordination of each campus athletic program.

### **Participation**

Middle School - Sub-Varsity: Every player on the team participates.

Varsity: The expectation is to play to win and utilize the student-athletes in a manner that best suits the program.

### **Club Sports**

It is necessary to put every effort forth to co-exist without doing anything to jeopardize UIL/District or BISD guidelines.

### **Designated Coaches**

Volunteer Coaches/Advisors are not permitted as per UIL and BISD rules. All coaches involved with BISD teams will be full time District Employees and adhere to UIL rules as listed in Section 1202 of the UIL Constitution and Contest Rules.

### **UIL Concerns and Athletic Monitoring**

BISD Coaches will be in compliance with all UIL rules and regulations governing their sport(s). Each Head Coach is responsible for the academic monitoring of his/her student-athletes.

### **Media**

Any contact with media will be handled professionally and cordially. Unusual media requests and/ or interviews must be approved by the Athletic Director or the Communications Officer for BISD.

### **Facility Usage**

BISD facilities are for the use of BISD staff and student athletes. Other usage must be approved by the Athletic Department.

### **Employee Use of Personal Vehicle**

An employee shall not transport a student(s) in a personal vehicle for any purpose to or from school property or a school-related event unless prior authorization is given by the campus principal. This rule does not apply to an employee transporting his or her own child.

## **Charter Bus Rentals**

There are circumstances where the Athletic Department uses charter bus companies for transportation of athletes to games and competitive events so that they can have a comfortable ride and be rested in preparation for competition. Charter buses are used for playoff competition and occasionally during district travel where distance is a factor and competition is the same day as travel. A list of approved bus lines can be obtained through the Purchasing Department.

Determining factors for chartering a bus is based on the following:

- Number of students traveling
- If distance is at least 100 miles and/or more than 2 hours driving time

## **PERSONAL USE OF ELECTRONIC MEDIA**

### ***POLICY DH***

For purposes of this Employee Handbook, “electronic media” includes all forms of social media, such as text messaging, instant messaging, electronic mail (“e-mail”), web logs (“blogs”), electronic forums (“chat rooms”), video-sharing web sites (e.g., YouTube), social networking sites (e.g., Facebook, MySpace, Twitter, LinkedIn), and editorial comments posted on the Internet, as well as all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district’s students and as representatives of the district, employees are responsible for their public conduct, even when not acting within their capacity as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee’s use of electronic media interferes with the employee’s ability to effectively perform his or her job duties, the employee will be subject to disciplinary action up to, and including, termination of employment.

Employees are responsible for all content present on their personal social networking site or similar personalized electronic media. An employee who uses electronic media for personal purposes shall observe the following:

1. The employee may not set up or update the employee’s personal social networking page(s) using the district’s network;
2. The employee shall not use the district’s logo or other copyrighted materials of the district without express, written consent;
3. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators [See *Policy DH(Exhibit)*], even when communicating regarding personal and private matters, and regardless of whether the employee is using private or public equipment on or off campus. These restrictions include:
  - a) Confidentiality of student records and information [See *Policy FL(Legal)* and *(Local)*];
  - b) Confidentiality of health or personnel information concerning colleagues, unless disclosure serves a lawful professional purpose of is required by law [See *Policy DH (Exhibit)*];
  - c) Confidentiality of district records, including educator evaluations and private e-mail addresses [See *Policy GBA(Legal)* and *(Local)*];
  - d) Copyright law [See Policy EFE (Legal) and (Local)];
  - e) Prohibition against harming others by knowingly making false statement about a colleague or the school system [See *Policy DH(Exhibit)*].

### **USE OF ELECTRONIC MEDIA WITH STUDENTS**

Employees are prohibited from communicating with students through any form of electronic media unless such communication is covered by any one of the following three categories:

1. Communication between an employee and a student where a family relationship (i.e., relation by blood or marriage) exists;
2. Communication between an employee and a student where a social relationship exists which is consistent with the Code of Ethics and Standard Practices for Texas Educators [See *Policy DH (Exhibit)*]; or
3. Communication between an employee and a student where the employee is communicating with the student(s) within the scope of his or her professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

Regardless of the relationship between an employee and a student which may permit a communication, any employee communicating with a student(s) shall be subject to all applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:

1. Compliance with the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of the student records [See *Policy FL(Legal)* and *(Local)*];
2. Copyright
3. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student [*Policy DF(Legal)* and *(Local)*]. Additionally, the following restrictions apply to those employees communicating with students within the scope of their professional responsibilities:

1. Employees communicating with students through any form of electronic media shall limit the content of such communications to matters within the scope of the employee’s professional responsibilities.
2. Communication with students through a social networking page is permitted only if the social networking page is created by the employee solely for the purpose of communicating with students and is accessible to parents and campus administrators. The employee must provide parents with reasonable notice and clear, written instructions for accessing the page prior to initiating communication with any student(s).
3. Employees do not have a right to privacy with respect to communications with students and parents.

# **BIRDVILLE INDEPENDENT SCHOOL DISTRICT**

## **Campus Coordinator**

### **PROGRAM GOAL:**

To promote the athletic philosophy of the Birdville ISD by improving the effectiveness and efficiency of the athletic program through increased organization and communication among coaches, athletes, and parents.

### **JOB DESCRIPTION OF THE CAMPUS COORDINATOR**

#### **JOB GOAL:**

The Campus Athletic Coordinator for each high school is responsible for the coordination of the athletic program at the school and the feeder middle schools. The Campus Coordinator shall make necessary personnel assignments at their campus to fully utilize the staff to provide a complete competitive, interscholastic program. This person shall be responsible to the Director of Athletics, and the principal.

#### **RESPONSIBILITIES:**

1. To establish effective communication practices.

##### Performance Indicators:

- a.) Assist in the scheduling regular meetings of all coaches on each campus to discuss issues such as maximum participation, off-season programs, scheduling, discipline, and /or goals.
- b.) Assist head coaches in scheduling meetings with the parents of participants in each sport at each campus.
- c.) Schedule conferences between student athletes and respective coaches as need arises.
- d.) Being accessible on an informal basis for meeting with individual coaches in an attempt to resolve conflicts or concerns involving coaches within sports or between sports before they become major conflicts.

e.) Distributing information from the Director of Athletics, campus principal or other supervisory source to all coaches in a responsible and timely manner.

2. To organize and coordinate information on each campus.

Performance Indicators:

a.) Submitting required reports, lists, and/or records to the Director of Athletics.

b.) Distributing U.I.L. information to all coaches.

c.) Maintain files for necessary eligibility forms, insurance records and similar paperwork for sports.

3. To promote unity of the athletic program on each campus and feeder schools.

Performance Indicators:

a.) Creating an atmosphere that equal emphasis is placed on every sport.

b.) Providing positive reinforcement and support for coaches and athletes in each sport.

c.) Providing opportunities for collaborative interaction and support among coaches such as scouting and working together at meets and tournaments.

d.) Showing support of all sports through attendance at athletic events.

4. To be responsible for use of facilities and equipment on each campus.

Performance Indicators:

a.) Scheduling use of facilities together with the campus principal.

b.) Be responsible to overseeing maintenance and upkeep of facilities.



- c.) Evaluating coaches' performance in taking care of facilities.
- d.) Prepare an equipment inventory and requisition order to submit to the athletic office.

5. To evaluate athletic programs on your campus.

Performance Indicators:

- a.) Meeting individually with each head coach prior to the beginning of the season to discuss program evaluation standards and procedures.
- b.) Collect and summarize written evaluation reports from each head coach at the end of their respective seasons.
- c.) Prepare and complete written evaluation report at the end of the year for the total athletic program.

6. To coordinate the feeder school athletic program.

Performance Indicators:

- a.) Ensuring the head coaches of each sport at the high school meet with coaches at the feeder schools to discuss program goals.
- b.) Informing feeder school principals of all coordination efforts.
- c.) Ensuring that feeder school coaches fulfill all contractual days of duty according to district policy.

7. To provide the organizational means to ensure that each coach follows U.I.L. rules and regulations regarding schedules and facilities at each campus.

8. To promote a positive of the total athletic program in the community and each campus.

Performance Indicators:

- a.) Speaking at service clubs
- b.) Attending athletic events involving your school/feeder schools.
- c.) Participating in Booster Club activities.
- d.) Accepting and supporting decisions which are made in the interest of the total program.

9. To assist in the employment and evaluation of coaches at each campus and feeder school.

Performance Indicators:

- a.) Assisting in interviewing prospective applicants.
- b.) Assisting in providing input for performance evaluations of coaches.
- c.) Assisting in providing recommendations for coaches' employment and/or terminations in the high school and feeder schools.

# **BIRDVILLE INDEPENDENT SCHOOL DISTRICT**

## **Assistant Campus Coordinator**

### **PROGRAM GOAL:**

To promote the athletic philosophy of the Birdville ISD by improving the effectiveness and efficiency of the girls' athletic program through increased organization and communication among coaches, athletes, and parents.

### **JOB DESCRIPTION OF THE ASSISTANT CAMPUS COORDINATOR**

#### **JOB GOAL:**

The Assistant Campus Athletic Coordinator for each high school is responsible for the coordination of the female athletic program at the school and the feeder middle schools. The Assistant Campus Coordinator shall make necessary personnel assignments at their campus to fully utilize the staff to provide a complete competitive, interscholastic program. This person shall be responsible to the Director of Athletics, and the principal and the Campus Coordinator.

#### **RESPONSIBILITIES:**

1. To establish effective communication practices.

##### Performance Indicators:

- a.) Assist in the scheduling regular meetings of all female sport coaches on each campus to discuss issues such as maximum participation, off-season programs, scheduling, discipline, and /or goals.
- b.) Assist head coaches of girls' sports in scheduling meetings with the parents of participants in each sport at each campus.
- c.) Schedule conferences between female student athletes and respective coaches as need arises.
- d.) Being accessible on an informal basis for meeting with individual coaches in an attempt to resolve conflicts or concerns involving coaches within female sports or between sports before they become major conflicts.

2. To organize and coordinate information on each campus.

Performance Indicators:

- a. Submitting required reports, lists, and /or records to the Athletic Director.
- b. Distributing U.I.L. information to all coaches.
- c. Maintain files for necessary eligibility forms, insurance records, and similar paperwork of all sports.

3. To promote unity in the athletic program on each campus and the feeder schools.

Performance Indicators:

- a. Creating an atmosphere that equal emphasis is placed on every sport.
- b. Providing positive reinforcement and support for coaches and athletes in each sport.
- c. Providing opportunities for collaborative interaction and support among coaches such as scouting and working together at meets and tournaments.
- d. Showing support of all sports through attendance at athletic events.

4. To be responsible for use of facilities and equipment on each campus.

Performance Indicators:

- a. Scheduling use of facilities together with the campus principal and campus coordinator.
- b. Be responsible for overseeing maintenance and upkeep of facilities.
- c. Assist campus coordinator in evaluating coaches' performance in taking care of facilities.
- d. Ensure that all coaches prepare an equipment inventory and requisition order to submit to the athletic office.

5. To assist in evaluating all athletic programs on your campus.

Performance Indicators:

a. Assist campus coordinator in meeting individually with each head coach prior to the beginning of the season to discuss program evaluation standards and procedures.

b. Assist campus coordinator in collecting and summarizing written evaluation reports from each head coach at the end of their respective seasons.

c. Assist campus coordinator in preparing and completing a written evaluation report at the end of the year for the total athletic program.

6. To coordinate the feeder schools with all athletic programs.

Performance Indicators:

a. Ensuring that head coaches of each sport at the high school meet with coaches at the feeder schools to discuss program goals.

b. Informing feeder school principals of all coordination efforts.

c. Ensuring that feeder school coaches fulfill all contractual days of duty according to district policy

7. To provide the organizational means to ensure that each coach follows UIL rules and regulations regarding schedules and facilities at each campus.

8. To promote a positive climate of the total athletic program in the community and on each campus.

Performance Indicators:

a. Speaking at service clubs.

b. Attending athletic events involving your school/feeder schools.

c. Participating in Booster Club activities.

d. Accepting and supporting decisions which are made in the interest of the total program.

9. To assist in the employment and evaluation of coaches of all sports at each campus and feeder school.

Performance Indicators:

- a. Assisting in interviewing prospective applicants.
- b. Assisting in providing input for performance evaluations of coaches.
- c. Assisting in providing recommendations for coaches' employment and/or terminations in the high school and feeder schools.

## **JOB DESCRIPTION FOR HEAD COACHES**

The major responsibilities of head coaches of each sport are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches; these should be delegated by the Principal and Athletic Director.

### **PROGRAM RESPONSIBILITIES:**

1. Head coach has full responsibility for the overall organizational plan and supervision of his/her particular sport including varsity and sub-varsity programs. If any changes occur in the program, the head coach will work through the principal and campus coordinator.
2. Head coach is responsible for keeping practice periods for his/her sport within the confines of the time specified by the principal and Athletic Director; and is to keep the principal and Athletic Director informed of practice schedules during any holiday period.
3. Head coach is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
4. Head coach is directly responsible for a complete inventory of the equipment used for his/her sport, to be given to the Campus Coordinator and Athletic Director at the end of each season.
5. Head coach is to submit a final team report evaluating his/her program and making recommendations for improvements.
6. Head coach has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community.
7. Coaches are to dress professionally on game days and at practice. Jeans are not acceptable game day coaching attire.
8. Head coach of each sport must turn in his/her game schedule and a bus request a minimum of one month prior to the beginning of his/her season to the Athletic Director after being approved by the Campus Coordinator and Principal of his/her campus.
9. Head coach is responsible for arranging and securing officials for games and submitting proper forms for payment to the Director of Athletics.
10. Head coach is responsible for explaining all district policies, including UIL Contest Rules to all members of the team.
11. It will be the responsibility of the head coach to provide an evaluation of each assistant coach under his/her jurisdiction and a copy given to the campus coordinator.
12. Head coach is to submit paperwork to athletic office by the deadline.
13. Head coach is responsible for notifying the Athletic Department, Principal and Campus Coordinator of any changes originally submitted to the Athletic Office.

14. Head coach is responsible for promoting his/her program to the community in a positive manner and is approachable. An open door policy is promoted.

#### PERSONNEL RESPONSIBILITIES:

1. Head coach is responsible for assuring that he/she and his/her assistants know the rules in the UIL Constitution and Contest Rules Handbook and at all times abide by them.
2. Head coach is responsible for seeing that each boy/girl turning out has had a physical exam subsequent to the first day workouts, and that he/she has adequate insurance coverage or signed insurance waiver as specified by the UIL and the local policy.
3. Head coach is responsible for enforcing discipline and sportsmanlike behavior of his/her team at all times, and establishing guidelines and oversee penalties for breach of such standards by individual students.
4. Head coach is responsible for clearing with the principal, the departure time for trips that involve loss of school time; and for seeing that the faculty is given adequate and appropriate notice.
5. Head coach is responsible for seeing that all participants have transportation home when returning from road trips in late evening hours.
6. Head coach makes recommendations for letter awards, and is responsible for clarification of the award policy to athletes.
7. Head coach shall take appropriate action to see that his/her play areas, shower, and locker rooms are clean and safe for student participation.



## **SUMMARY OF RESPONSIBILITIES FOR ASSISTANT COACHES**

The assistant coach at the high school will be responsible for the promotion and leadership of each athletic program on the campus. Each coach will set an example of courtesy and sportsmanship for every student who participates in athletics. The highest expectations for academic as well as athletic achievement will be prescribed by each coach.

### **DUTIES:**

The assistant coach shall:

- Coach and attend to any other duties as assigned by the head coach, athletic director(s), high school athletic coordinator, assistant athletic coordinator, and/or campus principal.
- Be aware of and follow the rules governing the respective sports as set forth by the Birdville Independent School District, University Interscholastic League, and the Texas Education Agency.
- Attend staff development meetings as required by the head coach, athletic director, high school athletic coordinator, assistant athletic coordinator, and/or campus principal.
- Is to dress professionally on game days and at practice. Jeans are not acceptable game day coaching attire.

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT**  
**ATHLETIC TRAINER**

**Job Summary:** Plan, coordinate, and supervise all components of the athletic training program for student athletes. Work under the direction of the team physician to prevent, recognize, assess, manage, treat, and recondition athletic injuries and illnesses.

**Essential Job Duties and Responsibilities:**

- Evaluate, treat, and provide the best quality care for all injured athletes in a professional manner.
- Assist with and/or develop and supervise appropriate rehabilitation programs for injured athletes under the supervision of a physician
- Manage concussion protocol in line with state requirements; including documentation, parent contact, and RTP
- Provide a healthy and positive environment in the Athletic Training Facility, practices, and games
- Attend all workouts and games, as assigned
- Maintain records of student athlete physicals and Rank One treatment/injury reports, roster, and schedule updates; as well as parent contact on significant injuries
- Tracking inclement weather conditions; to include player removal from outdoor activities during lightning situations, as well as safe return to play
- Communicate with all head coaches of inclement weather conditions; including heat/cold weather policies
- Maintain a clean and well organized Athletic Training Facility, including inventory and ordering of supplies
- Develop and maintain a proper and positive relationship with each coach on staff; as well as administrators, teachers, and physicians
- Develop and maintain a professional and positive relationship with student athletic trainer aides under your direction
- Keep current on all requirements to maintain athletic trainer licensure and/or certification
- Any other duties assigned by the Athletic Director, Principal, and/or Campus Coordinator for the betterment of the athletic programs.





**Birdville Independent School District**

6125 E. Belknap Haltom City, Texas 76117 | 817-547-5700 | F A X 817-838-7261

[www.birdvilleschools.net](http://www.birdvilleschools.net)

# **Student Code of Conduct and Extracurricular Honor Code**

**2020-2021**

[https://www.birdvilleschools.net/  
studenthandbooks](https://www.birdvilleschools.net/studenthandbooks)

August 8, 2020

## **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

If a student at school is subject to arrest or apprehension by law enforcement officer(s), the principal or appropriate administrator, after consultation, shall deliver the student into the officer's custody. The principal shall follow the directive of the police regarding parent notification, but he/she shall notify the Superintendent's designee.

## **Videotaping of Students, Teachers, and other School Employees**

The recording of a person's voice or image without consent is strictly prohibited. A student shall not record the voice or image of any person by any electronic method, while on school property or in attendance at a school-sponsored or school-related event, without the express consent of the person. For purposes of this provision, an "electronic method" of recording the voice or image of a person includes, but is not limited to, the use of a video recording device, audio recording device, or camera. Unauthorized recording of a person shall be addressed under the Student Code of Conduct, and may result in disciplinary consequences including possible restrictions on the student's use of district technology resources. This provision does not prevent recording at a public event such as a choir performance, band performance, athletic performance, or other similar public events.

## **Extracurricular Honor Code**

Participation in extracurricular activities in the Birdville Independent School District is a privilege, not a right.

The term "extracurricular activities" means, without limitation, all interscholastic athletics, cheerleading, drill team, academic clubs, special interest clubs, musical performances, dramatic productions, student government, and any other activity or group that participates in contests, competitions, or community service projects on behalf of or as a representative of Birdville ISD. The term includes any non-curricular event and membership or participation in groups, clubs, and organizations recognized and approved by the school district or campus. All extracurricular activity participants are subject to the provisions of this Extracurricular Honor Code. Investigations resulting from Honor Code violations will be investigated by campus administration and other appropriate personnel.

## **Jurisdiction**

Student participation in extracurricular activities is encouraged. Birdville ISD makes extracurricular activities available as an extension of the regular school program, with this important difference; participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct. Students engaging in extracurricular activities represent not only themselves, but also other students and the school district when performing, competing, or participating in extracurricular activities and while wearing uniforms or other clothing that identifies the student to the community or public in any setting as Birdville ISD students.

Important goals of the extracurricular program are to give students direction in developing self-discipline, responsibility, pride, loyalty, leadership, teamwork, respect for authority, and healthy living habits.

Based on this philosophy, extracurricular participants must do the following at all times:

- Demonstrate the importance of academic excellence by maintaining eligibility through high academic standards
- Practice good citizenship in all environments by respecting the property and right of others.
- Be free from activities that result in felonious charges.
- Demonstrate knowledge of and be accountable for the individual rules of the extracurricular organization as outlined by the sponsor.

It is the responsibility of students, parents, sponsors/coaches, and the respective directors to ensure this high level of expectation. This code applies to all participants of extracurricular activities throughout the calendar year.

### **On Campus Behavior**

All students are expected to adhere to the Birdville ISD Code of Conduct as it applies to school-related activities. Students involved in extracurricular activities are expected to exhibit the highest standards of ethics and conduct.

Students who violate school policies and are placed in in-school suspension, suspended or sent to the DAEP (District Alternative Education Program), may not practice nor participate during the suspension or placement. Chapter 37 of the Texas Education Code prohibits a student who is assigned to the DAEP from being on a campus or attending a school activity whether on or off campus.

### **Off Campus Behavior**

All students who participate in extracurricular activities are expected to exhibit the highest standards of ethics and conduct while off-campus, and these students may be disciplined for their off campus behavior.

Examples of off-campus violations that will lead to disciplinary action:

- Possession of tobacco, alcohol, steroids, drugs, look-alike drugs, or other illegal substances on campus or at school-sponsored activities.
- Being at parties or other activities where tobacco, alcohol, steroids, drugs, look-alike drugs, or other illegal substances are present or being consumed by other individuals.
- Engaging in serious misbehavior, as defined by the Birdville ISD Student Code of Conduct
- Conduct that causes injury or harm to others property or persons.
- Using profanity, lewd or vulgar language, or obscene gestures toward others.
- Any conduct that results in an arrest.
- Sexting or other inappropriate internet/electronic communications.
- Bullying, harassment and hazing at all times.

(This is a non-inclusive list and must be confirmed by the student, student's parent/guardian, law enforcement official or a school employee who has knowledge of a violation prior to the campus administration making a decision.)

### **Off Campus Consequences**

1<sup>st</sup> Offense – Suspension from extracurricular activities for 15 school days

2<sup>nd</sup> Offense – Suspension from extracurricular activities for 30 school days

3<sup>rd</sup> Offense – Suspension from extracurricular activities for a calendar year

If the offense occurs during the activity season, the suspension begins immediately.

If the student chooses to join a new activity that they have not participated in previously, they will be suspended in the student’s primary activity.

If the offense occurs in the off-season, post-season, or in the summer, the suspension begins on the first date of a scheduled game, competition, or extracurricular event the following school year. Students who are suspended for off-campus behavior may practice, but may not participate in competitions, suit-out, or travel with the team for the competitions.

### **Non-Inclusive Example of Disciplinary Consequences for Off-Campus**

1<sup>st</sup> Offense incident that occurred on March 15:

	<b>Participant</b>	<b>Disciplinary Consequence</b>
Student 1	Fall Sport	15 day suspension begins date of the first competition
Student 2	Spring Sport	15 day suspension begins immediately if competition has begun
Student 3	Band Student	15 day suspension begins immediately if any competitions remain, if concluded, it will begin on first football competition
Student 4	Cheerleader/Drill Team	Student may still try out for cheerleader/drill team and 15 day suspension begins on date of first football competition
Student 5	Student Council Member	15 day suspension begins immediately
Student 6	FFA Student	15 day suspension begins immediately
Student 7	Spring Sport	Student is a softball player and has been for 2 years. In October they violate the honor code. Student goes to the Wrestling Coach and requests to join team to avoid getting suspended from softball. 15 day suspension begins the date of the first softball game due to avoidance of missing primary sport.

The preceding table provides examples, but the campus principal, Director of Student Services, and appropriate director may adjust the dates in order to ensure district-wide consistency (based on a consensus of the group). A student who is in multiple activities will serve the penalty once and at the earliest possible time.

### **Appeal Process**

The parent or guardian may appeal the extracurricular suspension using the format in the Code of Conduct Booklet (DAEP placements).

1. Level I – The parents have three days to appeal the suspension to the campus principal.

2. Level II – The parents have three days from the principal’s decision to send an appeal to the Director of Student Services.

Any decision by the Level II Hearing Officer is final and may not be appealed. The student remains suspended from extracurricular activities during the appeal process.





Athletics Department

## PLEASE READ!!

TO: BISD Coaches

FROM: Chris Feris

DATE: 8.9.19

SUBJECT: Concessions and Booster Club Information

For the 2019-20 school year, concessions at Birdville Stadium and the W. G. Thomas Coliseum will again be under the jurisdiction of the Birdville Athletic Department.

A concession manager will coordinate all concessions. Responsibilities of his/her position will include product selection, settlement of money, and on-site supervision. Please direct any concerns regarding concessions to me rather than the concession manager.

Your booster club will have the opportunity to earn 50% of the revenue on the day/night in which your team competes. You will receive a statement and a check payable to your booster club at the end of the season for work done throughout the season. You must provide the workers for the concession stand and ADULT workers are required. The manager will not be responsible for locating workers. Your boosters will adhere to the following guidelines:

- Assist in food preparation
- Clean up concession area including washing of pots, pans, popcorn machine, utensils, etc.

If you have input on product selection or have any other concerns, please call me at 817- 547-5823.

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

USE OF DISTRICT FACILITIES District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

PARENT / BOOSTER ORGANIZATIONS The Superintendent's designee for overseeing the activities of a parent/booster organization shall be the principal of the campus where the organization functions.

SUPERINTENDENT'S DESIGNEE

In the case of athletic booster clubs, the director of athletics may serve as the Superintendent's designee in conjunction with the campus principal.

In the case of fine arts booster clubs, the director of fine arts may serve as the Superintendent's designee in conjunction with the campus principal.

As the responsible District employees, the principal, athletic director, and fine arts director shall:

1. Approve formation of the organization;
2. Approve the constitution and bylaws of each organization;
3. Ensure that each organization's sole function is to support the educational activities of the designated program area; and
4. Have the authority to disallow the continued association of any school program and parent/booster organization that has been judged by the principal to be disruptive to the educational activities or goals of the program or group.

FACULTY LIAISON

The designated faculty sponsor of a student activity area shall serve as the liaison, under the supervision of the Superintendent's designee, between any parent/booster organization formed in connection with a student group and the District.

The designated faculty sponsor acting as the liaison shall:

1. Approve all student-/school-related activities of such organizations.
2. Work with such organizations to establish approved goals and student-support activities for the respective organizations.
3. Assist in setting the budgets of such organizations and ensuring that expenditures of such organizations are in direct support of the goals of the designated programs.
4. Ensure fair and appropriate officer elections and ensure that elected officers are eligible for service. The designated faculty sponsor shall file lists of officers of the respective organiza-

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

tions with the Superintendent's designee at the beginning of the school year and revise such lists as officers change during the school year.

5. File lists of organization activities with the Superintendent's designee at the date established by the designee. Additional activities shall be submitted at least 30 days prior to the event to aid in the development of the master calendar for the school.
6. Require an annual report of all activities, including an audit of all funds.

SPECIFIC  
GUIDELINES

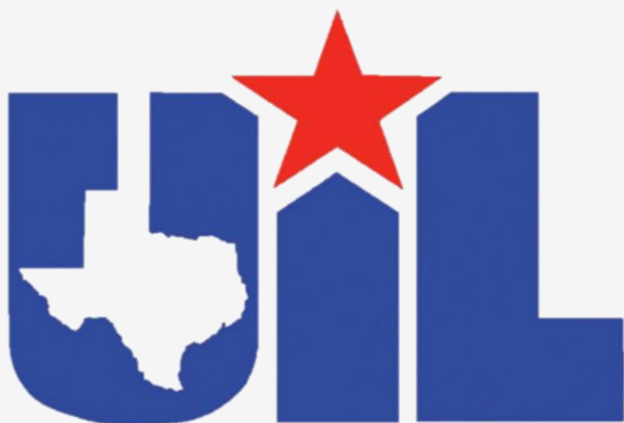
Parent/booster organizations shall function under the following guidelines:

1. The Superintendent or designee shall have veto power over any action of a school-related club or organization.
2. Parent/booster organizations shall have no authority to direct any school employee in any of his or her duties. In addition, parent organizations have no authority to guide, direct, or establish guidelines for any school or student activity.
3. All meetings of parent/booster organizations shall be public meetings.
4. All individuals who legally reside in the District shall be eligible for membership. Election of officers shall be on a systematic basis so that any eligible person may be nominated. Elected officers must have a child currently enrolled at the campus served by the parent/booster organization.
5. A parent/booster organization must obtain federal tax-exempt status as a public 501(c)(3) charitable organization by applying for and obtaining a letter of determination from the Internal Revenue Service (IRS) that states the organization is exempt from federal taxes. The organization's employer identification number and a copy of the IRS's letter of determination shall be submitted to the Superintendent's designee. Such organizations may not use the District's tax identification number.
6. Parent/booster organizations shall issue receipts for all money received.
7. If any parent/booster organization disbands, ceases to operate, chooses to withdraw from association with the District, or fails to be re-approved, all funds and property of the organization shall become the property of the District.

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

8. Booster clubs must abide by the UIL guidelines, and the administration shall determine which organization might be considered as "booster." In order to avoid violation of the amateur rule, money given to the school shall not be earmarked for any particular request. The booster club may suggest or recommend how it would like the money spent, but it may not require the Superintendent or designee to spend the money in any certain way.
9. Any parent/booster organization operating under these policies that, in the opinion of the school administration, does not adhere to these policies and any regulations established by the school administration may be disbanded and shall cease to be recognized by the District as a legitimate school-related club or organization.



# Booster Club Guidelines

Updated July 2016

## ROLE OF BOOSTER CLUBS

Neighborhood patrons form booster clubs to help enrich the school's participation in extracurricular activities. The fundraising role of booster clubs is particularly crucial in today's economic climate. Positive and direct communication can prevent most problems. Keep the superintendent informed of all activities.

- Have a chain of command for communication with the administration.
- Clear all activities through your administration.
- The superintendent or a designee who does not coach or direct a UIL contest but has approval authority over booster clubs should be invited to all meetings. All meetings should be open to the public.
- Booster clubs should apprise school administrators of all club activities. Make sure your local administration has a copy of all booster club publications. Invite administrators to all booster club meetings. Have an officer meet with the school administration regularly.
- School administration should apprise booster clubs of all school activities.
- Booster clubs do not have authority to direct the duties of a school district employee. The scheduling of contests, rules for participation, methods of earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.
- Minutes should be taken at each meeting and kept on file at the school.
- Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school.

## WRITTEN POLICIES

Booster clubs should develop and annually review policies to cover:

- how to obtain administrative approval before beginning projects;
- how to plan and publicize meetings;
- bookkeeping and fund administration including process to obtain superintendent's approval prior to raising or spending funds;
- election of officers (suggestion: one president; one secretary; one treasurer; and three vice-presidents: one vice-president to oversee fall, winter and spring sports);
- taking, distributing and filing minutes;
- public communication;
- proper interaction with music and theatre directors and academic and athletic coaches through the lines of authority as established by the school board;
- a sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc.; and
- plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

## ROLE OF THE SUPERINTENDENT

Member schools make UIL rules and determine policies regarding penalties to schools, school district personnel and student participants. The superintendent is solely responsible for the entire UIL program. All school activities, organizations (including the booster club), events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.

## PARENTS

- Remember: The classroom comes first!
- Help conduct fair and equitable competition: adhere to rules, uphold the law and respect authority.
- Remember that officials are human. Respect their decisions.
- Delegate authority to the school, and then support its decisions.
- Set standards by which you expect children to conduct themselves, and live by those standards yourself.
- Be aware of capabilities and limitations of young people. Don't have unrealistic expectations.
- Allow your children to live their own lives.
- Be involved in areas in which your own child is not involved, thus contributing to school unity and spirit.
- Show respect to the opponents of your children.
- Praise. Don't criticize. Urge others to do the same.
- Help your children and their friends develop integrity through the intensity of competitive activity.

## COACHES AND DIRECTORS

- Be sure your booster club wish list has been approved by your supervisor before it goes to the booster club.
- Work with your administration to determine what your club can provide.
- Make your request to the club benefit as many students as possible.
- Attend the booster club meetings and/or know what the club is doing.
- Understand that your advisory role to the boosters is without vote.
- Support other programs within your district.
- Meet with parents regularly and make them aware of relevant rules.
- Involve your staff with your booster club.

# CLUB FINANCES

*Fundraising | Spending | Stipends | Gifts to Coaches*

Fund-raising projects maybe subject to state law. Be sure that your club is in compliance with applicable law. For example, Texas has a law governing raffles. Also, consider seeking nonprofit or tax-exempt status. Consult the Texas Secretary of State's website as well as the IRS to determine if seeking designation as a non-profit that is tax exempt is appropriate for your booster club. [http://www.sos.state.tx.us/corp/nonprofit\\_org.shtml](http://www.sos.state.tx.us/corp/nonprofit_org.shtml)

Generally speaking, earnings by a properly organized booster club may not benefit any private shareholder or individual.

- Community-wide sales campaigns should be coordinated through the school administration to minimize simultaneous sales campaigns.
- Sales campaigns should be planned carefully to insure that the projects provide dollar value for items sold, and that most of the money raised stays at home. Otherwise donations are often more rewarding than letting the major part of the money go to outside promoters.
- Fund-raising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
- Individuals who actively coach or direct a UIL activity should serve in an advisory capacity only to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds.
- Coach's wish lists should have received prior approval from school administration before submission to boosters.
- Coaches and directors of UIL academics, athletics and fine arts may not accept more than \$500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift. See Section 481, *UIL Constitution and Contest Rules*.
- Schools shall not pay to coaches, and coaches shall not accept, funds gathered by a high school booster club or other sources within the school district. See Section 1202(b), *UIL Constitution and Contest Rules*.
- Funds are to be used to support school activities. To provide such funding for non-school activities could violate UIL rules and the public trust through which funds are earned.

## ATHLETIC BOOSTERS

Individuals should be informed of the seriousness of violating the athletic amateur rule found in Section 441 and the awards rule found in Section 480 of the *UIL Constitution and Contest Rules*. Check with school administrators before giving anything to a student, school sponsor or coach. The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. If a team violates the amateur rule, the penalty shall be assessed against the team and not against each individual. See Section 441(d), *UIL Constitution and Contest Rules*. All fans, not just members of the booster club, should be aware of these rules. It affects the entire community.

- Athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.
- The local school district determines when, how and from whom student athletes can receive meals and snacks. See Section 441(b)(9), *UIL Constitution and Contest Rules*.
- Schools must give prior approval for any banquet or get-together given for students.
- Students may not accept money or other valuable consideration from school booster club funds for any non-school purpose. See Section 441(A)(3), *UIL Constitution and Contest Rules*.
- Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. See Section 441(a), *UIL Constitution and Contest Rules*. *Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable.*
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for meals. It would be a violation for booster groups or individuals to pay for such costs directly, without prior approval from the local school administration. See Section 441(b)(9) and Section 840 (a)(2)(A)(iv).
- Student athletes may accept small "goodie bags" consisting of cookies, candy and symbolic gifts from their classmates, if allowed by local school policy. See Section 441(B)(7), *UIL Constitution and Contest Rules*.



## ACADEMIC BOOSTERS

We encourage academic booster clubs, whether they cover UIL academic competition in general or specific programs such as theatre, speech/debate, journalism or math/ science. A great need exists for parental involvement and support.

The rules for athletics are different than the rules for academics and music. Athletes are restricted by the athletic amateur rule, which states that athletes cannot accept money or valuable consideration for participating in a UIL sport or for allowing their names to be used in promoting a product, plan or service related to a UIL contest. Academics has no amateur rule. Journalism participants may work for a newspaper and be paid. Actors may work summer stock and be paid. Students may win calculators and software for participating in invitational math contests.

UIL academic students are restricted by the awards rule. See Section 480, *UIL Constitution and Contest Rules*. So, as a general practice, booster clubs should not give gifts or awards to students for their participation in UIL contests that count toward district, region or state standing without prior school district approval. School booster clubs may raise money to purchase letter jackets, provided the funds are given to the school without designation to buy jackets for particular students and the school determines criteria for awarding the jackets. Parents may purchase jackets for their own children provided the school designates the student as being qualified to receive the jacket.

Booster Clubs may raise money to provide an annual banquet for academic participants and coaches.

### **EXAMPLES OF ACADEMIC BOOSTER CLUB CONTRIBUTIONS THAT ARE NOT PROHIBITED BY UIL RULE, WITH LOCAL ADMINISTRATIVE APPROVAL, ARE:**

- Purchase equipment for programs such as computers or software for yearbook or computer science.
- Organize and chaperone trips and assist with expenses for travel to academic competitions or educational trips such as journalism conventions or speech tournaments. Booster club funds may be used to provide food and refreshments for students on these trips. A purely recreational trip would not meet the definition of an educational field trip and could be considered a violation of the Awards Rule. See Section 480(2)(d), *UIL Constitution and Contest Rules*.
- Run tournaments, organize fund-raising efforts, recruit corporate donors, raise money for scholarships and arrange for tutors and professional trainers to work with students.
- Fund academic workshop scholarships provided selection of the recipients is not based solely on their success in interscholastic competition. Selection could be based on grade point average or the student's selection of high school courses. All students meeting the conditions for scholarship assistance should be notified and eligible for financial assistance. Funds should be monitored to ensure that they are expended for camp or workshop purposes.

## MUSIC BOOSTERS

In addition to the general procedures outlined, the following guidelines apply to Music Booster Club activities.

- Be mindful of the fact that there is no Music Amateur Rule. Therefore, limitations established in athletics intended to ensure compliance with the Athletic Amateur Rule do not apply to music programs and related activities.
- Some music booster clubs assist with expenses for travel to various music-related activities such as UIL contests and performances at away athletic events. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district.
- Many music groups schedule educational field trips with the approval of the local school administration and under local school district policies. For such trips, specific educational components must be included such as performing for a music festival, an adjudicated contest or a concert tour. Marching performances such as the Macy's Thanksgiving Day Parade, the Rose Bowl Parade or other similar ceremonial appearances also qualify. However, educational components need not be limited to performances. Concert attendance, visiting university/conservatory music facilities and other music related, non-performing opportunities would also be appropriate if approved by the local school district.
- A recreational trip, on the other hand, would not meet the definition of an educational field trip as provided in Section 480(f) of the *UIL Constitution and Contest Rules*. Students receiving the benefits of a purely recreational trip would likely be in violation of the Awards Rule.
- Booster Clubs may also fund scholarships for private lessons and summer music camps provided the selection of the recipients is not based on success in interscholastic competition. Funds for such activities should be carefully monitored to ensure that they are expended for educational rather than recreational activities.
- The awarding of patches, T-shirts or other items for achievement in interscholastic competition would be subject to the UIL Awards Rule. See Section 480(2)(A), *UIL Constitution and Contest Rules*. In order to protect all music students' eligibility, such awards should be approved and administered by the local school district in accordance with school district policies.



**STUDENT/ATHLETES NEW TO BIRDVILLE**

Please provide the information below on any student new to your program that will compete at the varsity level. This form is due to me prior to the first non-district contest.

Student's Name \_\_\_\_\_

Student's Grade \_\_\_\_\_

Student's Age \_\_\_\_\_

Student's Former School \_\_\_\_\_

Have you verified the above address through a home visit? Yes \_\_\_\_\_ No \_\_\_\_\_

With whom does student live? \_\_\_\_\_

What is the relationship to the student? \_\_\_\_\_

If student is not living with parents, does the guardian have documentation of legal guardianship? Yes \_\_\_\_\_ No \_\_\_\_\_

Is Previous Athletic Participation Form on file? Yes \_\_\_\_\_ No \_\_\_\_\_

Has the student applied for any type of waiver? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when? \_\_\_\_\_

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Sport



## **Athletic Trainers/Protocol for Injuries**

Athletic Trainers will make an effort to communicate with a parent/guardian on most injuries. The goal for any injury evaluated resulting in lost practice/game time, or is referred home due to said injury, will be a phone call to the parent within an hour of seeing the individual. Depending on the time of day, or other variances of the given situation, it may take more than an hour to get the phone call accomplished. Athletic Trainers will document the communication in a daily treatment log. This documentation will include the time, details on method of communication, and whether there was a response. If a voicemail is left, follow up immediately with an email (if possible).

### **Birdville High School**

Lacy Foster  
817-547-8351  
lacy.foster@birdvilleschools.net

Brandon Stafford  
817-547-8364  
brandon.stafford@birdvilleschools.net

### **Haltom High School**

Marlee Porter  
817-547-6113  
marlena.porter@birdvilleschools.net

Adrian Rosales  
817-547-6087  
adrian.rosales@birdvilleschools.net

### **Richland High School**

Heather Penka  
817-547-7506  
heather.penka@birdvilleschools.net

Jared Whitmire  
817-547-7089  
jared.whitemire@birdvilleschools.net

**Birdville ISD Athletics**  
**Pre-Participation Confidentiality**  
**Protocol**

**High School Athletic Trainers oversee and make sure the following guidelines are implemented for Campus Pre-Participation Student-Athlete Physicals**

\*All completed forms must be returned to the school's Athletic Trainers. Coaches do not collect paperwork

\*Papers will be given back directly to the student athlete at physicals registration. Information will not give to another student athlete or a coach.

\*Papers MUST stay with the student athlete until the physical is complete.

\*Any and all private information must be recorded in written form and not stated verbally.

\*After completion of the physicals the paperwork will be collected at checkout and filed. Again, coaches will not collect any paperwork.

\*For middle schools, all completed forms will be given to the Campus Athletic Coordinator once physicals are completed and should be filed in each student athlete's campus file.

\*Coaches who work each station of the PPE will dress professionally and act in a professional manner at all times.

\*All information is confidential and sensitive and will be treated as such.

# **DISTRICT POLICIES REGARDING STUDENT/ATHLETES & COACHES**

## **ATHLETE'S DECISION TO LEAVE SPORT**

A student/athlete who wishes to quit a sport while in season shall not participate in the next sport until current sport season is completed unless a special circumstance is identified. Participation is defined as interschool competition. It is our hope that once a student/athlete commits to a team, he/she will honor the commitment to completion.

## **STUDENT/ATHLETE PHYSICALS**

Student /athletes will not be allowed to practice nor compete without a physical on file with the athletic trainer at the high school and coaches at the middle school.

## **COACHES' TECHNICAL FOULS AND EJECTIONS**

A coach receiving a technical foul, penalty for unsportsmanlike conduct, or an ejection must report the occurrence to the campus coordinator and director of athletics.

## **UNIFORMS**

As a participant of Birdville ISD Athletics, coaches and athletes are representing BISD and their respective schools. School uniforms will only depict school name and/or school mascot. Teams may include the athletes last name on the back of jerseys, as approved by administration.

## **ATHLETIC POLICY CONCERNING INFECTIOUS DISEASES TRANSMITTED THROUGH BLOOD AND BODY FLUIDS**

### **INTRODUCTION:**

The transmission of infectious diseases through blood and bodily fluids includes the HIV and Hepatitis B and D viruses. Through participation in athletics and the treatment of athletic injuries, participants, trainers, and coaches are involved with and introduced to contact with blood and body fluids. The Hepatitis B illness accounts for more than 10,000 hospital admissions a year. It is also the ninth leading cause of death worldwide. More than 200 million people are chronic carriers of the Hepatitis B virus. The Hepatitis B virus is often linked to HIV, the virus that causes AIDS. The Hepatitis B virus is far more widespread throughout the world and is 300 times more contagious than HIV. It is estimated that 5,000 people worldwide are infected daily with the HIV virus.

### **PLAN OF ACTION:**

It is imperative that procedures for properly discarding body fluids during athletic contests be followed specifically and completely. If a player vomits or secretes any body fluids such as blood due to injury onto the playing surface, it is the responsibility of the coach to recognize this situation and stop play.

The following steps should take place:

1. The coach should approach the officials and explain the situation.
2. The coach should then alert a custodian and make sure correct procedures are followed in disposal of the body fluids. Our custodians are trained to correctly dispose of the fluids.
3. The administrator on duty at the time of the incident should also be notified in order to help secure custodial help.

### **CARING FOR PARTICIPANTS (PATIENTS):**

1. All trainers and coaches should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood/body fluids of any patients is anticipated. Gloves should be worn for touching blood/body fluids, mucous membranes, or non-contact skin of all patients, for handling items or surfaces soiled with blood or body fluids. Vomit is considered a body fluid. Gloves should be changed after contact with each patient. Masks and protective eye or face shields should be worn by all trainers during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns and aprons should be worn by all trainers during procedures that are likely to generate splashes of blood or other body fluids.

2. Hand and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or body fluids. Hands should be washed immediately after gloves are removed.

3. Instruments used for treating open wounds must be cleaned and disinfected before and after use.

4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

5. Trainers and coaches who have open sores/wounds or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.

6. Pregnant coaches are not known to be a greater risk of contracting HIV infection than coaches who are not pregnant; however, if a coach develops HIV infection during pregnancy, the infant is at risk of infection resulting from prenatal transmission. Because of this risk, coaches should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

### CARING FOR EQUIPMENT/CLOTHING:

1. Gloves and other materials used for direct contact with blood/body fluids should be put in a plastic bag or lined trashcan. Plastic bags should be changed daily and disposed of routinely. Double bagging can be used when there is a high risk of contamination.

2. Clothing items that are soaked through to the skin should be removed and placed in a separate container for laundering. Items laundered for school use should be washed with detergent in hot water cycle (160°F) before using. If low temperature (158°F) laundry cycles are used, chemicals suitable for low temperature washing at proper use concentration should be used. Uniforms with blood should be separated and washed separately. Anyone handling soiled equipment should wear protective gloves.

3. Contaminated disposable items (tissues, paper towels) should be handled with rubber gloves.

4. Maintenance responsibilities should include daily cleaning with bleach/germicide as in (a) particularly areas where contact with body fluids (such as locker rooms, locker room toilets, sinks, student and staff lockers, etc.) is likely. Plastic bags should also be changed daily and disposed of routinely; rubber gloves should be worn.

5. Various classes of disinfectants are listed: (hypo chlorite solution (bleach) is preferred for objects that may be put in the mouth.)

a. Ethyl or isopropyl alcohol (70%) should be used on all materials or goods such as uniforms, etc:

b. Lysol

c. 1/2 cup household bleach in one gallon of water, needing to be freshly prepared each time it is used, should be used on all hard surfaces such as tables, counter, shoulder pads, helmets, etc.

## **HEAT GUIDELINES**

The following are precautionary guidelines for coaches and athletic trainers to follow in the prevention of heat related illnesses and emergencies. These guidelines should be strictly followed.

- Gradually Acclimatize Athletes – Start slowly, and take your time getting the student/athletes “back in shape”. Athletes often return to school having lost the aerobic capacity they may have had at the close of last season.
- Ensure that your athletes drink fluids even before they feel thirsty. Always urge athletes to drink water before, during, and after physical activity. They should have unlimited access to cold water. Do not restrict water as a form of motivation.
- Identify Susceptible Athletes – Those athletes who are obese or have a larger muscle mass tend to have more heat related problems. Keep a close eye on these athletes.
- Encourage a Good Diet – Athletes must eat breakfast and lunch to practice in extreme heat.
- Uniforms – Use lightweight workout clothing in hot weather months. Be aware of athletes wearing unnecessary extra clothing.

The Temperature-Humidity Index (THI) is a measurement of ambient temperature and relative humidity. A sling or digital psychrometer measures both to give a THI reading. The Athletic Department will take necessary steps to ensure each of the ten campuses has a tool for measuring the temperature and relative humidity.

Please use the attached chart for the determination of suspension or modification of practice sessions.

## **Temperature is between 90-99 and/or a heat index below 109**

**Football** – Athletes will receive a 5-minute break every 30 minutes with water available. Athletes should be closely monitored. Helmets will be allowed to be removed during breaks or instructional non-contact drills.

**Cross Country/Track** – Athletes will receive a 5-minute break every 30 minutes with water available. Athletes are to be monitored closely

**Baseball/Softball/Soccer/Tennis/Golf** – Athletes will receive a 5-minute break every 30 minutes with water available. Athletes are to be monitored closely.

**Off-season programs** – 45 minutes total heat exposure with 1 water break

**Indoor sports** – Coaches must have athletic trainer's approval to practice outside

## **Temperature is between 100-102 and/or a heat index of 109**

**Football** – Athletes will be in shorts/shoulder pads/helmets. Athletes will receive a 5-minute break every 30 minutes with water available. Athletes should be closely monitored. Helmets will be allowed to be removed during breaks or instructional non-contact drills. Practice will not exceed 2 hours of total exposure. Middle school football must be in shorts and helmets only.

**Cross Country/Track** – Athletes will not be allowed to run off campus (coach must not lose eyesight). Athletes will receive a 5 minute break every 30 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 2 hours of total exposure.

**Baseball/Softball/Soccer/Tennis/Golf** – Athletes will receive a 5-minute break every 30 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 2 hours of total exposure.

**Off season programs** – 45 minutes of total exposure with 2 water breaks

**Indoor sports** – No outside practices

## **Temperature is between 102-105 and/or a heat index is between 110-115**

**Middle schools** – all outdoor practices limited to one hour with 2 water breaks of 5 minutes. Shorts and t-shirts only.

**Football** – Athletes will be in shorts, t-shirts, and helmets only. Athletes will receive a 5-minute water break every 20 minutes with water available. Athletes should be closely monitored. Practice will not exceed 1.5 hours of total exposure.

**Cross Country/Track** – Athletes will not be allowed to run off campus. Coach must not lose eyesight of any athlete. Athletes will receive a 5-minute break every 20 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 1.5 hours of total exposure.

**Baseball/Softball/Soccer/Tennis/Golf** – Athletes will receive a 5-minute break every 20 minutes with water available. Athletes are to be monitored closely. Practice will not exceed 1.5 hours of total exposure.

**Off-season programs** – 30 minutes total heat exposure with 1 water break

**Indoor sports** – No outside practices

## **Temperature greater than 105 and/or a heat index great than 115**

NO OUTDOOR PRACTICES

## **Facts Regarding the Awesome Nature of Lightning**

- Bolts of lightning reach heat as high as 50,000 degrees.
- There are 16 million thunderstorms per year in the world.
- One half of all lightning bolts divide into two or more bolts.
- A lightning bolt can strike in one million of a second.
- Annually in the United States about 100,000 thunderstorms occur.
- Ten percent of all thunderstorms are capable of producing tornadoes, high winds, and flash floods.
- The average thunderstorm is six to ten miles wide.
- The average rate of travel for a thunderstorm is 25 miles per hour.
- The average lightning strike is six miles long.
- A lightning bolt is incredibly powerful, carrying up to 30 million volts at 100,000 amps.
- Two hundred deaths and 700 injuries are caused annually in the United States by thunderstorms.
- Lightning causes an estimated 5 to 6 billion dollars in direct or indirect property damages each year.
- Florida is the state with the highest rate of incident.



# LIGHTNING GUIDELINES

Athletic Trainers and outdoor sport coaches will be set up to receive lightning alerts through the Weather Sentry system. The athletic trainers at each high school are in charge of keeping the contact information up to date.

On average, lightning causes more casualties annually in the U.S. than any other storm-related phenomena, except floods. Many people incur injuries or are killed due to misinformation and inappropriate behavior during thunderstorms.

The Flash to Bang method of estimating the distance between you and a lightning flash is most accurate. It is the most reliable, easiest way to estimate how far away lightning is occurring. Thunder always accompanies lightning; therefore, the flash to bang method works like this:

- Count the number of seconds, once lightning flash is sighted, until the thunder (bang) is heard – divide by 5 to obtain how far away (in miles) the lightning is occurring. For example: if an individual counts 15 seconds between seeing the flash and hearing the bang, 15 divided by five equals three; therefore, the lightning flash is approximately three miles away. The SkyScan lightning detector will be used as an aid to the “Flash to Bang” method – the SkyScan detects strikes that are sky to ground, not cloud to cloud.

## The “30-30” Rule

Criteria for Suspension of Activities - By the time the “Flash to Bang” count approaches 30 seconds, all individuals should be inside a safe shelter.

Criteria for Resumption of Activities – Wait at least 30 minutes after the last sound (thunder) or observation of lightning before leaving safe shelter.

## Unsafe Shelter

- Metal or wooden bleachers
- Underneath bleachers
- High places and open fields
- Underneath trees
- Dugouts, flagpoles, metal fences

## Safe Shelter

- Any building normally occupied or frequently used by people
- Any vehicle with a hard metal roof (not a convertible) and rolled up windows
- School bus
- 20-40 miles – Awareness of lightning; monitor its progress
- 8-20 miles – Monitor closely
- 3-8 miles – Remove athletes from field; play should not resume until 30 minutes have passed without a strike within this range or closer.

**BISD  
COLD WEATHER POLICY**

**Wind chill under 35 degrees with rain:**

35 minutes of exposure,  
20 minutes inside gym,  
35 minutes of exposure,  
20 minutes inside  
\*Extremities covered at all times

**Wind chill under 32 degrees without rain:**

45 minutes of total exposure  
\*Athletes must be in warm ups with extremities covered

**Wind chill 32 degrees with rain:**

All practices inside  
No outside exposure

**Wind chill 30 degrees without rain:**

30 minutes of total exposure  
\*Athletes must be in warm-ups at all times with extremities covered

**Wind chill 20 degrees:**

There will be no outside practices – everything indoors

## **PROCEDURE FOR ORDERING AND RECEIVING EQUIPMENT**

**ORDERING EQUIPMENT:** Upon approval of any bid or quote the coach will prepare a requisition ordering the equipment and turn it in to the Athletic Dept. After the equipment is ordered a file copy will be returned to the coach.

Debbie Sledge: Football, Basketball, Tennis, Golf, Baseball, Softball

Cheryl Tonkinson: Volleyball, Cross Country, Wrestling, Swimming, Gymnastics, Track, Athletic Trainers

**RECEIVING EQUIPMENT:** It is the responsibility of the coach to check in each item of athletic equipment received. When all items are received, return the packing slip to the Athletic Dept. and /or notify the Athletic Dept. that the purchase order has been received in full and can be closed out. If these procedures are followed, it will keep all accounts current and there will not be a problem of invoices being paid out of the incorrect budget year.

**LETTER JACKETS & PLAQUES:** Awards are ordered by the head coach in the same manner as above.

## **PURCHASING AWARDS**

Within two (2) weeks following the completion of each sporting season, the head coach will submit an **AWARDS RECORD**, which lists all team members who will receive an award jacket or plaque for their participation to the Athletic Director. A purchase order for jackets and plaques will be processed by the Athletic Department.

Limitation of Awards: Schools may give one major award (jacket), **not to exceed \$70.00 in value**, to a student during high school enrollment at the same school for participation in one of the UIL interschool competitions. One additional symbolic award (plaque), **not to exceed \$10.00 in value**, may be presented for participation in each additional UIL activity. The \$10.00 award shall not be given to a student for an activity during the same year that the major award is given for that activity. Award pins representing the individual sport will be given to all 9<sup>th</sup> grade athletes. These will be available in the Athletic Director's office.

## **LETTERING POLICY**

It is the responsibility of each head coach to have filed in the principal's office and Athletic Director's office, a copy of the format that is used for lettering athletes in his/her respective program. It is also the responsibility of the head coach to communicate the lettering policy to his/her student/athletes.

## **ELIGIBILITY – UIL FORMS**

All eligibility forms are to be completed and submitted in the UIL Portal. Ensure that you (and the parent/guardian) have completely filled out each step, and check that it has advanced to the next step. Frequently log in to the portal to check on the status, and communicate with involved persons as necessary.

6-A District Chair: Chris Feris, Birdville ISD – [chris.feris@birdvilleschools.net](mailto:chris.feris@birdvilleschools.net)

817-547-5823

5-A District Chair: Joey Florence, Denton ISD – [jflorence@dentonisd.org](mailto:jflorence@dentonisd.org)

940-369-0069

5-A Football Chair: Kevin Ozee, Burleson ISD – [kevin.ozee@bisdmail.net](mailto:kevin.ozee@bisdmail.net)

817-245-0036

It is also the responsibility of each head coach to make sure, above and beyond any doubt, the form is correct and verified. It is safe practice to include players initially on the eligibility form that might be promoted to the varsity team during playoff time.

## **ADMISSION POLICY TO CONTESTS**

### **BIRDVILLE ATHLETIC DEPARTMENT**

Admission will be charged at athletic events held in Birdville Stadium, Fine Arts/Athletics Complex, W.G. Thomas Coliseum and/or individual campuses regardless of level.

Admission may be charged for tournament play on any campus (**Maximum:** \$4 Adults, \$2 Students).

## **SCHEDULE PREPARATION**

**Game Schedule:** A minimum of one month in advance of the season, coaches should prepare game schedules and bus requests. A schedule should be filled out for every team level on the Rank One system.

**Bus Request:** Bus requests must be submitted online to the Transportation Dept. A bus request must be made for every team level and indicate if more than one level is riding on the same bus (such as JV riding with Varsity). It is the coach's responsibility to contact Tammi Patton in the Transportation Dept. (x 5832) for any time changes or clearing TBA's. Tammi's cell number is 817-688-7924.

**Officials:** BISD Athletic Pay Vouchers are available in athletic office. It is the responsibility of each head coach to secure game officials for all contests.

## **CANCELLATION OF SPORTING EVENTS**

The decision of cancellation at each campus will be made by the campus athletic Coordinator/principal. If the athletic coordinator has a question as to the cancellation, he should contact the Athletic Director. The decision of cancellation at FAAC/Birdville Stadium/Coliseum will be made by the Athletic Director.

The Head Coach will:

1. Call the coach of the opposing school as soon as it becomes apparent that the contest cannot be held. Tennis and Baseball opponents must be informed by 1:00 p.m. on the day of the match.
2. Notify your school principal so the event can be removed from the school calendar. An announcement needs to be made to the students over the public address system.
3. Get word to individual players or team members.
4. \*Cancel transportation. (Athletic Office will be charged for use if bus has left barn).
5. \*Cancel officials.
6. Make change on in Rank One.
7. Notify the Athletic Department
8. On weekends, contact security.

The Athletic Office will contact:

1. Buildings and Grounds
2. Security
3. Concessions
4. Game Personnel

\*The financial burden will be that of the coach if he/she fails to cancel transportation, officials, and security.



## **TRAVEL INFORMATION**

### **Out-Of-District Travel Procedures\*:**

#### **The traveling employee's responsibilities**

**Two weeks before traveling:** Each traveling employee must obtain written supervisor approval via the out of district travel form. One travel form for several employees will not be accepted. Department and campus secretaries typically assist employees with completing the travel form.

#### **Just before and during travel:**

- 1) The employee must carry the Hotel Occupancy Tax Exemption Form (available on the travel website and completed by a secretary) to ensure exemption from sales taxes when checking into the hotel. The district will not reimburse Texas sales taxes in a hotel room.
- 2) When checking out, the employee must be sure to obtain the actual hotel receipt, as the district requires the actual hotel bill before reimbursing hotel expense. The bill must be itemized to describe actual purchases. Credit card receipts are not an acceptable substitute.

#### **After traveling, within 10 days of returning:**

The employee must submit the following to the campus or department secretary: a) If the employee went to a conference, proof of attendance such as a copy of the conference registration, brochure, receipt or other; b) if lodging was required, the hotel receipt; c) if use of personal vehicle occurred, a copy of [www. Mapquest.com](http://www.Mapquest.com) (or similar site) showing the distance between the employee's regular worksite and the location the employee travel to.

\*Detailed Travel Policy is available on BISD Business Dept. website

**Team Travel Guidelines:** Travel will be restricted to 45 miles one way. The exception to this guideline is for the purpose of overnight travel. In that case, approval must be obtained from Principal, Athletic Department, and Cabinet.

**Scouting:** When scouting, you will be reimbursed for the use of your personal car at the current mileage rate. Meal reimbursement is based on the school district's per diem rate. All meal receipts must be included with your scouting expense report. Scouting form can be found in this handbook- reproduce as needed.

**Mileage Reimbursement:** Please use Mileage Reimbursement form for mileage other than scouting mileage (include a day-by-day breakdown of mileage with form, not just a total). The Mileage Reimbursement form can be found in this handbook-reproduce as needed.

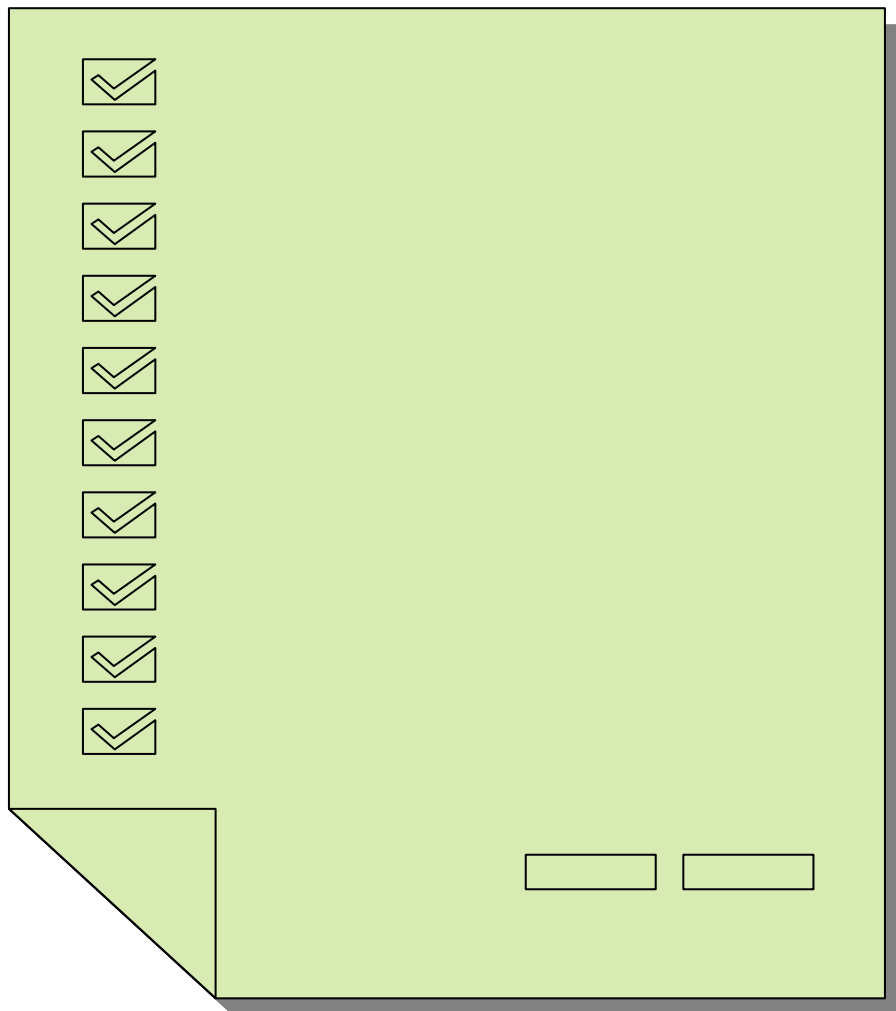
## **ENTRY FEE INSTRUCTIONS**

CHECK REQUESTS: Please use the Purchase Order/Voucher Request form for entry fee check request. A tournament flyer or brochure must be submitted with the check request for accounting purposes. Vendor name and address must be completed before being forwarded to the Athletic Office. Failure to do so could result in the entry fee not reaching its destination on time. The Athletic Office must receive the request at least two weeks prior to the deadline for filing the entry fee. If you receive your entry fee information too late to allow two weeks prior to the deadline, you may arrange with the host school to participate and process a check request to be mailed after the event. Do not pay the entry fee out of your school account and expect to be reimbursed, because the business office will not allow reimbursements to school accounts.

Entry Fees should be made payable to the ISD. The check can be addressed to the school. In case of a tournament being hosted by a Country Club or private school, the check will be issued to the place of business and mailed to the place of business. No check will be mailed to an individual or issued to an individual. PLEASE ENTER YOUR NAME AND SCHOOL IN THE BOX MARKED "NON-PRINTED COMMENTS". A check request form is on following page - reproduce as needed.

Entry fees are not required for tournaments hosted by another BISD school.

# FORMS





# Purchase Order/Voucher Request Form

Request #

Date Entered

Entered By

**D Purchase Order Request**  
 Send a copy of this document if you are sending  
 Purchase Order attachment of any kind.

Deliver To

Mark For

**D Check Request**

This is a copy to accompany backup  
 Do not process as an original

Mail Check

Return Check to \_\_\_\_\_

Must have HAND check by \_\_\_\_\_

➤ **Hard copy of Check Request for Hand check must be in the Business Office before check is written**

Vendor #

Vendor Name

PO #

Quantity	U/M	Description	Unit Cost	Extension

**Printed Comments: [for use with PO only]**

**Non-Printed Comments**

**THANKS!**

redesigned by Michelle DoPorto 2006

Key Code	Account		Amount

\* Athletic Department\* 6108 Broadway Avenue, Haltom City, TX 76117 \* (817) 547-5820 \* (817) 831-5824 fax \*

BIRDVILLE INDEPENDENT SCHOOL DISTRICT

Coach's Signature \_\_\_\_\_

Date \_\_\_\_\_

# SAMPLE

## BIRDVILLE INDEPENDENT SCHOOL DISTRICT ATHLETIC PAY VOUCHER

JOB # 52802

(PLEASE PRINT)

GAME DATE \_\_\_\_\_

NAME \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

EMPLOYEE ID # \_\_\_\_\_

(Check One)

JOB DESCRIPTION		
<input type="checkbox"/> Official	<input type="checkbox"/> Spotter	<input type="checkbox"/> Car Parker Mgr.
<input type="checkbox"/> Clock/Scoreboard	<input type="checkbox"/> Ticket Mgr.	<input type="checkbox"/> Car Parker
<input type="checkbox"/> Matrix	<input type="checkbox"/> Ticket Seller	<input type="checkbox"/> Linesperson
<input type="checkbox"/> Asst. Matrix	<input type="checkbox"/> Gate	
<input type="checkbox"/> Message Center	<input type="checkbox"/> Security	<input type="checkbox"/> Other _____
<input type="checkbox"/> Announcer	<input type="checkbox"/> Chain Crew	

(Check One)

SPORT	
<input type="checkbox"/> Football	<input type="checkbox"/> Baseball
<input type="checkbox"/> Volleyball	<input type="checkbox"/> Softball
<input type="checkbox"/> Basketball	<input type="checkbox"/> Track
<input type="checkbox"/> Soccer	<input type="checkbox"/> Gymnastics
<input type="checkbox"/> Wrestling	<input type="checkbox"/> Tennis

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

REQ. # \_\_\_\_\_

VENDOR # \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

**MUST BE COMPLETED FOR PAYMENT**

GRADE LEVEL \_\_\_\_\_ #GAMES \_\_\_\_\_

\_\_\_\_\_ vs. \_\_\_\_\_

(Home Team) (Opponent)

MILEAGE \_\_\_\_\_ HOURS \_\_\_\_\_

COACH'S SIGNATURE \_\_\_\_\_

WHITE COPY: Business Office

YELLOW COPY: Athletic Office

PINK COPY: Payee



B I R D V I L L E I N D E P E N D E N T S C H O O L D I S T R I C T

## Athletic Equipment Inventory

DATE \_\_\_\_\_

HEAD COACH \_\_\_\_\_

COACH \_\_\_\_\_

SCHOOL \_\_\_\_\_

SPORT \_\_\_\_\_

Quantity	Description: (Item, manufacturer, stock number, color, trim, size, grade assigned)	Condition

Submit Form

Clear Form



B I R D V I L L E I N D E P E N D E N T S C H O O L D I S T R I C T

# Athletics Injury and Treatment Report

Date \_\_\_\_\_ Campus \_\_\_\_\_

Coach \_\_\_\_\_ Sport \_\_\_\_\_

Athlete's Name \_\_\_\_\_

Classification (Check One)  7  8  9  10  11  12

Parent(s) Name \_\_\_\_\_ Address \_\_\_\_\_

Parent(s) Phone # \_\_\_\_\_ Date of Injury \_\_\_\_\_

Site of Injury \_\_\_\_\_ Time \_\_\_\_\_  am  pm

Describe Injury \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FIRST AID GIVEN AT TIME OF INJURY (Check):  Ice  Compression  Splinted  Dressing  
 Stretcher  Other \_\_\_\_\_

REFERRED TO DOCTOR  Yes  No BY WHOM?  Parent  Coach  Not at this time

WAS PARENT NOTIFIED?  Yes  No

NAME OF COACH REPORTING \_\_\_\_\_



Submit Form

Clear Form



B I R D V I L L E I N D E P E N D E N T S C H O O L D I S T R I C T

# BEGINNING OF SEASON PARENT MEETING

Beginning of season Parent Meeting for

\_\_\_\_\_ (Sport)

## Meeting Information

School \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Time \_\_\_\_\_

Head Coach/Coordinator \_\_\_\_\_

Comments/Notes







B I R D V I L L E I N D E P E N D E N T S C H O O L D I S T R I C T

# Beginning of Season Participation Record

Year \_\_\_\_\_

School: \_\_\_\_\_

Sport: \_\_\_\_\_  Boys  Girls

Home Team: \_\_\_\_\_

## Number of Participants

**VARSITY**

\_\_\_\_\_

**JV**

\_\_\_\_\_

**9<sup>th</sup>**

\_\_\_\_\_

**8<sup>th</sup>**

\_\_\_\_\_

**7<sup>th</sup>**

\_\_\_\_\_





B I R D V I L L E I N D E P E N D E N T S C H O O L D I S T R I C T

# Booster Club Contributions

Year \_\_\_\_\_

Campus: \_\_\_\_\_  
[Coaches: Please report your total booster club contributions to the athletic office at the end of the season.]

Sport: \_\_\_\_\_

Coach: \_\_\_\_\_

**Total Contributions \$** \_\_\_\_\_

Notes/Comments:



## COMMUNITY SERVICE ACTIVITY

SCHOOL:

TEAM:

COACH:

DATE OF ACTIVITY:

DESCRIPTION OF ACTIVITY:

**DONATION ACCEPTANCE  
RECOMMENDATION**

**SUBJECT:**

**BACKGROUND INFORMATION:**

**BUDGETARY IMPACT STATEMENT:**

**RECOMMENDATION:**

Submitted By:

Recommended By:

Name: \_\_\_\_\_

\_\_\_\_\_  
Richard Goolsby  
Director of Purchasing

Title: \_\_\_\_\_

Approved By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



B I R D V I L L E I N D E P E N D E N T S C H O O L D I S T R I C T

# End of Season Participation Record

Year \_\_\_\_\_

School: \_\_\_\_\_

Sport: \_\_\_\_\_

## Number of Participants

	<b>Boys</b>	<b>Girls</b>
VARSITY	_____	_____
JV	_____	_____
9 <sup>th</sup>	_____	_____
TOTAL	_____	_____

Number of athletes in program at beginning season. \_\_\_\_\_

Estimate of the number that will continue in this sport next year. \_\_\_\_\_





B I R D V I L L E I N D E P E N D E N T S C H O O L D I S T R I C T

# Special Honors

Year \_\_\_\_\_

School: \_\_\_\_\_

Sport: \_\_\_\_\_

List all the players and/or coaches who have received any special honors or recognition this current school year.

NAME

HONOR RECEIVED

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

