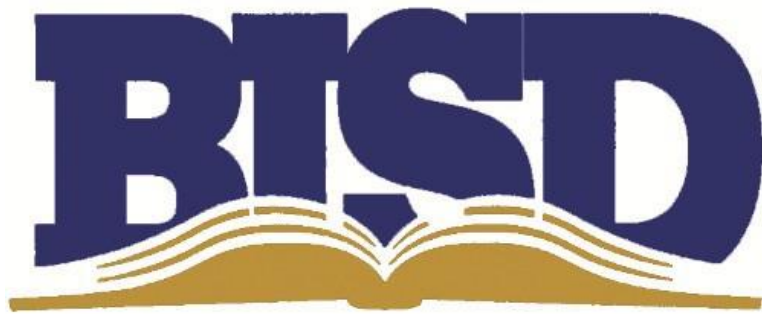


**BIRDVILLE INDEPENDENT SCHOOL
DISTRICT**

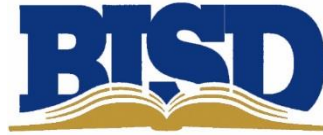


**ATHLETICS
HIGH SCHOOL HANDBOOK
2017-18**

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BIRDVILLE INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES

Joe Tolbert	President
Richard Davis	Vice President
Ralph Kunkel	Secretary
Kelvin Dilks	Trustee
Whitney Harding	Trustee
Jack McCarty	Trustee
Taylor Anderson	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
Randy Sumrall	Executive Director of Technology
Mark Thomas	Communications Officer

BIRDVILLE INDEPENDENT SCHOOL DISTRICT

Athletic Department

Chris Feris	Director of Athletics
Lesa Master	Assistant Athletic Director
Denise Hallam	Administrative Assistant
Debbie Sledge	Administrative Assistant
Sherri Lane	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	Haltom Middle School
Austin Woodall	North Richland Middle School
Demarcus Haskins	Richland Middle School
Johnny Evans	North Oaks Middle School
Justin Bates	Watauga Middle School
Kevin Martinson	Smithfield Middle School
Bobby Kelly	North Ridge Middle School

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT
HIGH SCHOOLS AND FEEDER SCHOOLS
2017-18**

HALTOM HIGH SCHOOL (001)

5501 N. Haltom Road
Haltom City, TX 76137
David Hamilton, Principal
Jason Tucker, Campus Coord.
817-547-6000

Haltom Middle School (041)

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

North Oaks Middle School (044)

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

Watauga Middle School (045)

6300 Maurie Drive
Watauga, TX 76148
Shannon Houston, Principal
Justin Bates, 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
Carla Rix, 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
Bobby Kelly, 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
Mark McCanlies, Principal
Demarcus Haskins, Campus Coord.
817-595-5143

Smithfield Middle School (046)

8400 Main Street
Smithfield, TX 76180
Kyle Pekurney, Principal
Kevin Martinson, 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

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.

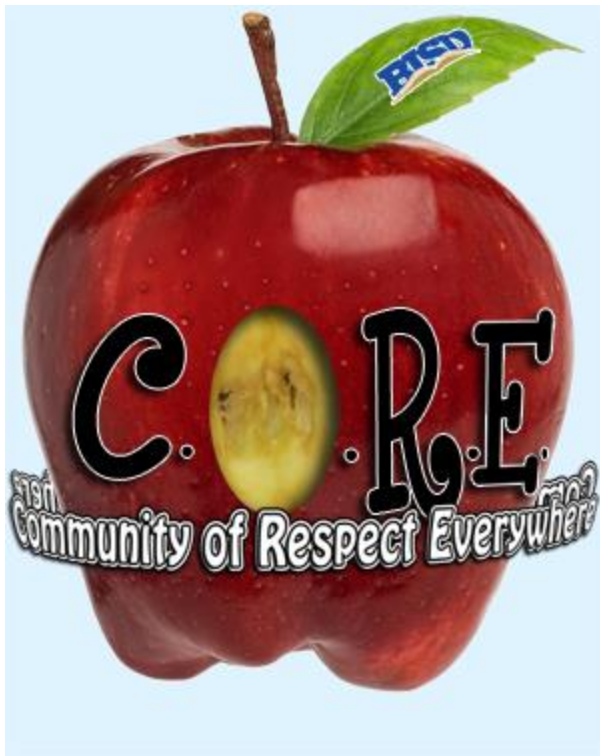
When we strive honestly to improve ourselves by measuring our progress against our friends, we are raising our knowledge to the limits of our abilities. By pitting our efforts against others, we learn how we stand, and we know what we must do to improve. The self-discipline and sacrifice involved in 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.



2017-2018

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., You Tube), 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, cells 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 services 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.



2017-2018 EXTRACURRICULAR HONOR CODE

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.

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 rights 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 (until the ISS is concluded), 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, e-cigarettes, 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 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

1st Offense – Suspension from extracurricular activities for 15 school days

2nd Offense – Suspension from extracurricular activities for 30 school days

3rd Offense – Suspension from extracurricular activities for a calendar year.

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

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

1st Offense incident that occurred on March 15:

	PARTICIPANT	DISCIPLINARY CONSEQUENCE
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 the date of the next show

The preceding table provides examples; but the campus principal, executive 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/Panel is final and may not be appealed. The student remains suspended from extracurricular activities during the appeal process.

Acknowledgement

A condition to participating in any extracurricular activity or holding an office (elected or appointed) is to sign an acknowledgement that the student and parent have read and understand the Extracurricular Honor Code. Students are unable to participate until this form is signed and returned to the appropriate coach, director, or sponsor.

DATE _____

I have read the Birdville ISD Honor Code and agree to adhere to these rules as a condition for my voluntary participation in Birdville ISD extracurricular activities. I understand that failure to do so will result in disciplinary measures related to my extracurricular participation.

STUDENT NAME _____

STUDENT SIGNATURE _____

I have read the Birdville ISD Honor Code and understand requirements for my child's voluntary participation in Birdville ISD. I understand the consequences that my child will face if he or she fails to adhere to these rules and agree to such terms.

PARENT NAME _____

PARENT SIGNATURE _____

STUDENTS:

- Please note that students are **UNABLE** to participate until this form is signed and received by the appropriate coach, director or sponsor.
- Please note that this Honor Code will remain in place through all summer activities during the summer of 2017 & summer of 2018.



Athletics Department

PLEASE READ!!

TO: BISD Coaches
FROM: Chris Feris
DATE: 8.17.17
SUBJECT: Concessions and Booster Club Information

For the 2017-18 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, Travis Maclin, will coordinate all concessions. Responsibilities of 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. Let the booster club know who your staff is and what duties they perform.

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

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 administrated 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

Trainers/Protocol for Injuries

Trainers will call a parent/guardian on all injuries. Any injury that we see that results in lost practice/game time or is referred home due to said injury will require a phone call to the parent within an hour of seeing the individual. Trainers will document the calls on a daily treatment log to the coaches. This documentation will include the time of the call and if a message was left or if you spoke to a parent. If a message is left, follow up immediately with an email (if possible).

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.
- *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. 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.

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 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.

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

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.

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 9th 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

It is the responsibility of each head coach to have a copy of their UIL eligibility forms on file in the Principal's Office, Campus Coordinator's Office, Athletic Director's Office, and the District Chairman's Office. **Please scan and email to District Chair.**

6-A District Chair: Bob DeJonge, Keller ISD – bob.dejonge@kellerisd.net

817.744.1066 Phone

5-A District Chair: Chris Feris, Birdville ISD – chris.feris@birdvilleschools.net

817.547.5820 Phone

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 on 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.

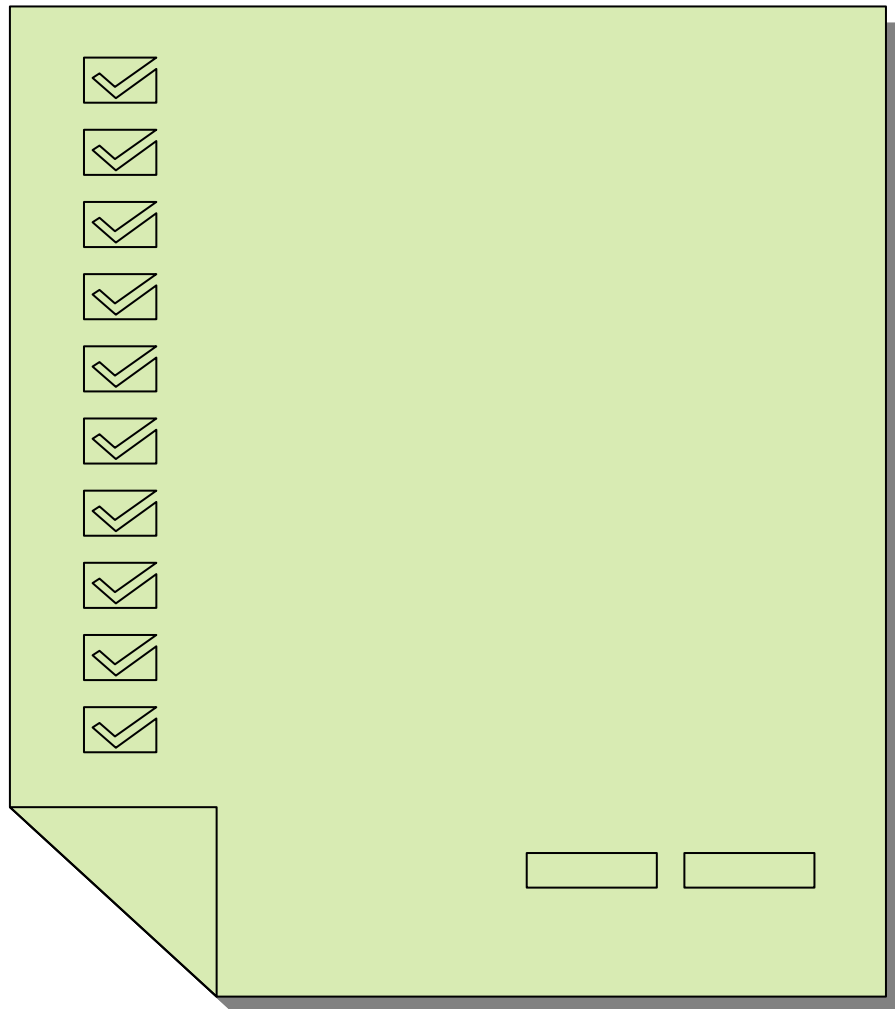
ENTRY FEE INSTRUCTIONS

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



PREPARTICIPATION PHYSICAL EVALUATION -- MEDICAL HISTORY

This **MEDICAL HISTORY FORM** must be completed *annually* by parent (or guardian) and student in order for the student to participate in athletic activities. These questions are designed to determine if the student has developed any condition which would make it hazardous to participate in an athletic event.

Student's Name: (print) _____ Sex _____ Age _____ Date of Birth _____
 Address _____ Phone _____
 Grade _____ School _____
 Personal Physician _____ Phone _____

In case of emergency, contact:

Name _____ Relationship _____ Phone (H) _____ (W) _____

Explain "Yes" answers in the box below**. Circle questions you don't know the answers to.

	Yes	No		Yes	No
1. Have you had a medical illness or injury since your last check up or sports physical?	<input type="checkbox"/>	<input type="checkbox"/>	13. Have you ever gotten unexpectedly short of breath with exercise?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been hospitalized overnight in the past year?	<input type="checkbox"/>	<input type="checkbox"/>	Do you have asthma?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had surgery?	<input type="checkbox"/>	<input type="checkbox"/>	Do you have seasonal allergies that require medical treatment?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever had prior testing for the heart ordered by a physician?	<input type="checkbox"/>	<input type="checkbox"/>	14. Do you use any special protective or corrective equipment or devices that aren't usually used for your sport or position (for example, knee brace, special neck roll, foot orthotics, retainer on your teeth, hearing aid)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever passed out during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	15. Have you ever had a sprain, strain, or swelling after injury?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had chest pain during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	Have you broken or fractured any bones or dislocated any joints?	<input type="checkbox"/>	<input type="checkbox"/>
Do you get tired more quickly than your friends do during exercise?	<input type="checkbox"/>	<input type="checkbox"/>	Have you had any other problems with pain or swelling in muscles, tendons, bones, or joints?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had racing of your heart or skipped heartbeats?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, check appropriate box and explain below:		
Have you had high blood pressure or high cholesterol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Head <input type="checkbox"/> Elbow <input type="checkbox"/> Hip		
Have you ever been told you have a heart murmur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Neck <input type="checkbox"/> Forearm <input type="checkbox"/> Thigh		
Has any family member or relative died of heart problems or of sudden unexpected death before age 50?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Back <input type="checkbox"/> Wrist <input type="checkbox"/> Knee		
Has any family member been diagnosed with enlarged heart, (dilated cardiomyopathy), hypertrophic cardiomyopathy, long QT syndrome or other ion channelopathy (Brugada syndrome, etc), Marfan's syndrome, or abnormal heart rhythm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Chest <input type="checkbox"/> Hand <input type="checkbox"/> Shin/Calf		
Have you had a severe viral infection (for example, myocarditis or mononucleosis) within the last month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Shoulder <input type="checkbox"/> Finger <input type="checkbox"/> Ankle		
Has a physician ever denied or restricted your participation in sports for any heart problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Upper Arm <input type="checkbox"/> Foot		
4. Have you ever had a head injury or concussion?	<input type="checkbox"/>	<input type="checkbox"/>	16. Do you want to weight more or less than you do now?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been knocked out, become unconscious, or lost your memory?	<input type="checkbox"/>	<input type="checkbox"/>	17. Do you feel stressed out?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how many times? _____			18. Have you ever been diagnosed with or treated for sickle cell trait or cell disease?	<input type="checkbox"/>	<input type="checkbox"/>
When was your last concussion? _____			<i>Females Only</i>		
How severe was each one? (Explain below)			19. When was your first menstrual period? _____		
Have you ever had a seizure?	<input type="checkbox"/>	<input type="checkbox"/>	When was your most recent menstrual period? _____		
Do you have frequent or severe headaches?	<input type="checkbox"/>	<input type="checkbox"/>	How much time do you usually have from the start of one period to the start of another? _____		
Have you ever had numbness or tingling in your arms, hands, legs or feet?	<input type="checkbox"/>	<input type="checkbox"/>	How many periods have you had in the last year? _____		
Have you ever had a stinger, burner, or pinched nerve?	<input type="checkbox"/>	<input type="checkbox"/>	What was the longest time between periods in the last year? _____		
5. Are you missing any paired organs?	<input type="checkbox"/>	<input type="checkbox"/>	<i>Males Only</i>		
6. Are you under a doctor's care?	<input type="checkbox"/>	<input type="checkbox"/>	20. Do you have two testicles? _____		
7. Are you currently taking any prescription or non-prescription (over-the-counter) medication or pills or using an inhaler?	<input type="checkbox"/>	<input type="checkbox"/>	21. Do you have any testicular swelling or masses? _____		
8. Do you have any allergies (for example, to pollen, medicine, food, or stinging insects)?	<input type="checkbox"/>	<input type="checkbox"/>			
9. Have you ever been dizzy during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>			
10. Do you have any current skin problems (for example, itching, rashes, acne, warts, fungus, or blisters)?	<input type="checkbox"/>	<input type="checkbox"/>			
11. Have you ever become ill from exercising in the heat?	<input type="checkbox"/>	<input type="checkbox"/>			
12. Have you had any problems with your eyes or vision?	<input type="checkbox"/>	<input type="checkbox"/>			

An individual answering in the affirmative to any question relating to a possible cardiovascular health issue (question three above), as identified on the form, should be restricted from further participation until the individual is examined and cleared by a physician, physician assistant, chiropractor, or nurse practitioner.

****EXPLAIN 'YES' ANSWERS IN THE BOX BELOW (attach another sheet if necessary):**

It is understood that even though protective equipment is worn by the athlete, whenever needed, the possibility of an accident still remains. Neither the University Interscholastic League nor the school assumes any responsibility in case an accident occurs.

If, in the judgment of any representative of the school, the above student should need immediate care and treatment as a result of any injury or sickness, I do hereby request, authorize, and consent to such care and treatment as may be given said student by any physician, athletic trainer, nurse or school representative. I do hereby agree to indemnify and save harmless the school and any school or hospital representative from any claim by any person on account of such care and treatment of said student.

If, between this date and the beginning of athletic competition, any illness or injury should occur that may limit this student's participation, I agree to notify the school authorities of such illness or injury.

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct. Failure to provide truthful responses could subject the student in question to penalties determined by the UIL

Student Signature: _____ Parent/Guardian Signature: _____ Date: _____

Any Yes answer to questions 1, 2, 3, 4, 5, or 6 requires further medical evaluation which may include a physical examination. Written clearance from a physician, physician assistant, chiropractor, or nurse practitioner is required before any participation in UIL practices, games or matches. THIS FORM MUST BE ON FILE PRIOR TO PARTICIPATION IN ANY PRACTICE, SCRIMMAGE OR CONTEST BEFORE, DURING OR AFTER SCHOOL.

For School Use Only:

This Medical History Form was reviewed by: Printed Name _____ Date _____ Signature _____

PREPARTICIPATION PHYSICAL EVALUATION -- PHYSICAL EXAMINATION

Student's Name _____ Sex _____ Age _____ Date of Birth _____

Height _____ Weight _____ % Body fat (optional) _____ Pulse _____ BP ____/____ (____/____, ____/____)
brachial blood pressure while sitting

Vision: R 20/____ L 20/____ Corrected: Y N Pupils: Equal Unequal

As a minimum requirement, this **Physical Examination Form** must be completed prior to junior high athletic participation and again prior to first and third years of high school athletic participation. It **must** be completed if there are yes answers to specific questions on the student's MEDICAL HISTORY FORM on the reverse side. * **Local district policy may require an annual physical exam.**

	NORMAL	ABNORMAL FINDINGS	INITIALS*
MEDICAL			
Appearance			
Eyes/Ears/Nose/Throat			
Lymph Nodes			
Heart-Auscultation of the heart in the supine position.			
Heart-Auscultation of the heart in the standing position.			
Heart-Lower extremity pulses			
Pulses			
Lungs			
Abdomen			
Genitalia (males only)			
Skin			
Marfan's stigmata (arachnodactyly, pectus excavatum, joint hypermobility, scoliosis)			

MUSCULOSKELETAL			
Neck			
Back			
Shoulder/Arm			
Elbow/Forearm			
Wrist/Hand			
Hip/Thigh			
Knee			
Leg/Ankle			
Foot			

*station-based examination only

CLEARANCE

Cleared
 Cleared after completing evaluation/rehabilitation for: _____

Not cleared for: _____ Reason: _____

Recommendations: _____

The following information must be filled in and signed by either a Physician, a Physician Assistant licensed by a State Board of Physician Assistant Examiners, a Registered Nurse recognized as an Advanced Practice Nurse by the Board of Nurse Examiners, or a Doctor of Chiropractic. Examination forms signed by any other health care practitioner, will not be accepted.

Name (print/type) _____ Date of Examination: _____

Address: _____

Phone Number: _____

Signature: _____

Must be completed before a student participates in any practice, before, during or after school, (both in-season and out-of-season) or games/matches.

ACKNOWLEDGEMENT OF RULES

Attention School Authorities: This form must be signed yearly by both the student and parent/guardian and be on file at your school before the student may participate in any practice session, scrimmage, or contest. A copy of the student's medical history and physical examination form signed by a physician or medical history form signed by a parent must also be on file at your school.

Student's Name _____ Date of Birth _____

Current School _____

Parent or Guardian's Permit

I hereby give my consent for the above student to compete in University Interscholastic League approved sports, and travel with the coach or other representative of the school on any trips.

It is understood that even though protective equipment is worn by the athlete whenever needed, the possibility of an accident still remains. Neither the University Interscholastic League nor the high school assumes any responsibility in case an accident occurs.

I have read and understand the University Interscholastic League rules on the reverse side of this form and agree that my son/daughter will abide by all of the University Interscholastic League rules.

The undersigned agrees to be responsible for the safe return of all athletic equipment issued by the school to the above named student.

If, in the judgement of any representatives of the school, the above student needs immediate care and treatment as a result of any injury or sickness, I do hereby request, authorize, and consent to such care and treatment as may be given to said student by any physician, licensed athletic trainer, nurse, hospital, or school representative; and I do hereby agree to indemnify and save harmless the school and any school representative from any claim by any person whomsoever on account of such care and treatment of said student.

I have been provided the UIL Parent Information Manual regarding health and safety issues including concussions and my responsibilities as a parent/guardian. I understand that failure to provide accurate and truthful information on UIL forms could subject the student in question to penalties determined by the UIL.

The UIL Parent Information Manual is located at www.uil texas.org/files/athletics/manuals/parent-information-manual.pdf.

Your signature below gives authorization that is necessary for the school district, its licensed athletic trainers, coaches, associated physicians and student insurance personnel to share information concerning medical diagnosis and treatment for your student.

To the Parent: Check any activity in which this student is allowed to participate.

Baseball	Football	Softball	Tennis
Basketball	Golf	Swimming & Diving	Track & Field
Cross Country	Soccer	Team Tennis	Volleyball
Wrestling			

Date _____

Signature of parent or guardian _____

Street address _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

GENERAL INFORMATION

School coaches may not:

- Transport, register, or instruct students in grades 7-12 from their attendance zone in non-school baseball, basketball, football, soccer, softball, or volleyball camps (exception: See Section 1209 of the Constitution and Contest Rules).
- Give any instruction or schedule any practice for an individual or a team during the off-season except during the one in school day athletic period in baseball, basketball, football, soccer, softball, or volleyball
- Schools and school booster clubs may not provide funds, fees, or transportation for non-school activities.

GENERAL ELIGIBILITY RULES

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

- are not 19 years of age or older on or before September 1 of the current scholastic year. (See Section 446 of the Constitution and Contest Rules for exception).
- have not graduated from high school.
- are enrolled by the sixth class day of the current school year or have been in attendance for fifteen calendar days immediately preceding a varsity contest.
- are full-time students in the participant high school they wish to represent.
- initially enrolled in the ninth grade not more than four years ago.
- are meeting academic standards required by state law.
- live with their parents inside the school district attendance zone their first year of attendance. (Parent residence applies to varsity athletic eligibility only.) When the parents do not reside inside the district attendance zone the student could be eligible if: the student has been in continuous attendance for at least one calendar year and has not enrolled at another school; no inducement is given to the student to attend the school (for example: students or their parents must pay their room and board when they do not live with a relative; students driving back into the district should pay their own transportation costs); and it is not a violation of local school or TEA policies for the student to continue attending the school. Students placed by the Texas Youth Commission are covered under Custodial Residence (see Section 442 of the Constitution and Contest Rules).
- have observed all provisions of the Awards Rule.
- have not been recruited. (Does not apply to college recruiting as permitted by rule.)
- have not violated any provision of the summer camp rule. Incoming 10-12 grade students shall not attend a baseball, basketball, football, soccer, or volleyball camp in which a seventh through twelfth grade coach from their school district attendance zone, works with, instructs, transports or registers that student in the camp. Students who will be in grades 7, 8, and 9 may attend one baseball, one basketball, one football, one soccer, one softball, and one volleyball camp in which a coach from their school district attendance zone is employed, for no more than six consecutive days each summer in each type of sports camp. Baseball, Basketball, Football, Soccer, Softball, and Volleyball camps where school personnel work with their own students may be held in May, after the last day of school, June, July and August prior to the second Monday in August. If such camps are sponsored by school district personnel, they must be held within the boundaries of the school district and the superintendent or his designee shall approve the schedule of fees.
- have observed all provisions of the Athletic Amateur Rule. Students may not accept money or other valuable consideration (tangible or intangible property or service including anything that is usable, wearable, salable or consumable) for participating in any athletic sport during any part of the year. Athletes shall not receive valuable consideration for allowing their names to be used for the promotion of any product, plan or service. Students who inadvertently violate the amateur rule by accepting valuable consideration may regain athletic eligibility by returning the valuable consideration. If individuals return the valuable consideration within 30 days after they are informed of the rule violation, they regain their athletic eligibility when they return it. If they fail to return it within 30 days, they remain ineligible for one year from when they accepted it. During the period of time from when students receive valuable consideration until they return it, they are ineligible for varsity athletic competition in the sport in which the violation occurred. Minimum penalty for participating in a contest while ineligible is forfeiture of the contest.
- did not change schools for athletic purposes.

I understand that failure to provide accurate and truthful information on UIL forms could subject the student in question to penalties determined by the UIL.

I have read the regulations cited above and agree to follow the rules.

Date

Signature of student

EMERGENCY INFORMATION

Athlete's Name		Grade	Age	Sex
Student ID#	DOB	Athlete's phone #		
Address:		City		Zip
Parent/Guard.			Relation	
Home #	Cell#	Work #		
Parent/Guard.			Relation	
Home#	Cell#	Work#		
Emergency Contact Name:			Relation	
Home / Cell# :		Language Spoken:		
Health Insurance Company Name:			HMO	PPO
			(Circle one)	
Allergies:		Medications take regularly:		
ALL Medical Conditions/ Limitations:				

-If, in the judgment of any representative of the school, the above student should need immediate care and treatment as a result of any injury or sickness, I do hereby request, authorize, and consent to such care and treatment as may be given said student by any physician, athletic trainer, nurse, or school representative. I do hereby agree to indemnify and save harmless the school and any school or hospital representative from any claim by any person on account of such care and treatment of said student.

PARENT/ GUARDIAN CONSENT TO ATHLETIC PARTICIPATION FOR A MINOR

The undersigned person individually acknowledges the following:

- I am a parent or guardian of the above named minor, who is a student at Birdville Independent School District.
- I consent to his/her participation in extracurricular sport activities including but not limited to team sports such as football, basketball, soccer, softball, baseball, wrestling, and track and field.
- I am aware that there are inherent risks and dangers of injury for those involved in such sports activities. I recognize that such sport activities are strenuous and may involve intense physical contact. I am also familiar with the general physical conditions of the above named student. In addition, I have reviewed the results of the physical examinations of the student including any examination of a physician required by Birdville ISD for participation in a sport.
- I know of no reason to limit such student's participation in such sports activities except those listed in Medical Conditions/Limitations, on the Medical History, or on the Physical Examination.
- I hereby give my consent for the above student to compete in University Interscholastic League (UIL) approved sports and travel with the coach or other representative of the school on any trips.
- I agree that Birdville ISD may rely on my statements and representations made here and that they shall constitute a bar to claim against Birdville ISD or its employees arising out of the student's participation in such sport activities. I hereby expressly assume the risk of loss resulting from the negligence of the student or from the risks of incident to participation in sports activities.
- I agree to be responsible for the safe return of all athletic equipment issued by the school to the above named student.
- I have read and understand all the University Interscholastic League (UIL) rules and Birdville ISD regulations and agree to follow the rules. By signing this document you also agree to be responsible for the Birdville ISD Honor Code and Code of Conduct found in the Student Handbook. By signing this document I also understand that I am stating that all information given is true to the best of my knowledge.

ALL ATHLETES INVOLVED IN ANY/ALL UIL SPORTS AND THEIR PARENT/GUARDIAN MUST SIGN THIS PAGE!!

Please sign to signify that you have read and understand the information on this page:

Student Signature: _____ **Date:** ____/____/____

Parent/Guard. Signature: _____ **Date:** ____/____/____

STANDARD RELEASE FOR FOOTBALL (this paragraph applies to football only)

- This is to certify that I have carefully read and fully understand the warning label(s) attached inside and/or outside of the football helmet that I have checked out from Birdville ISD Athletic Department. The label reads:
WARNING: Do not use this helmet to butt, ram, or spear an opposing player. This is in violation of the football rules and can result in severe head, brain, or neck injury; and paralysis or death to you or to your opponent.
- NO HELMET CAN PREVENT ALL SUCH INJURIES
- There is a risk there injuries may also occur as a result of accidental contact without intent to butt, ram, or spear
- I also understand that football is a potentially injurious sport and agree to accept the risk of injury associated with competition in this sport

INHALER FORMATION ** ONLY required for inhaler******

Dear Parent/Guardian:

For your son/daughter please indicate if your child needs to carry an inhaler: _____ yes _____ no
 - A Physician's signature is required for your child to carry an inhaler

Physician's Signature: _____ **Date:** _____



**Parent and Student Agreement/Acknowledgement Form
Anabolic Steroid Use and Random Steroid Testing**

- Texas state law prohibits possessing, dispensing, delivering or administering a steroid in a manner not allowed by state law.
- Texas state law also provides that body building, muscle enhancement or the increase in muscle bulk or strength through the use of a steroid by a person who is in good health is not a valid medical purpose.
- Texas state law requires that only a licensed practitioner with prescriptive authority may prescribe a steroid for a person.
- Any violation of state law concerning steroids is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.

STUDENT ACKNOWLEDGEMENT AND AGREEMENT

As a prerequisite to participation in UIL athletic activities, I agree that I will not use anabolic steroids as defined in the UIL Anabolic Steroid Testing Program Protocol. I have read this form and understand that I may be asked to submit to testing for the presence of anabolic steroids in my body, and I do hereby agree to submit to such testing and analysis by a certified laboratory. I further understand and agree that the results of the steroid testing may be provided to certain individuals in my high school as specified in the UIL Anabolic Steroid Testing Program Protocol which is available on the UIL website at www.uilTEXAS.org. I understand and agree that the results of steroid testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by UIL.

Student Name (Print): _____ Grade (9-12) _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN CERTIFICATION AND ACKNOWLEDGEMENT

As a prerequisite to participation by my student in UIL athletic activities, I certify and acknowledge that I have read this form and understand that my student must refrain from anabolic steroid use and may be asked to submit to testing for the presence of anabolic steroids in his/her body. I do hereby agree to submit my child to such testing and analysis by a certified laboratory. I further understand and agree that the results of the steroid testing may be provided to certain individuals in my student's high school as specified in the UIL Anabolic Steroid Testing Program Protocol which is available on the UIL website at www.uilTEXAS.org. I understand and agree that the results of steroid testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject my student to penalties as determined by UIL.

Name (Print): _____

Signature: _____ Date: _____

Relationship to student: _____



CONCUSSION ACKNOWLEDGEMENT FORM

Name of Student _____

Definition of Concussion - means a complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may: (A) include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns; and (B) involve loss of consciousness.

Prevention – Teach and practice safe play & proper technique.

- Follow the rules of play.
- Make sure the required protective equipment is worn for all practices and games.
- Protective equipment must fit properly and be inspected on a regular basis.

Signs and Symptoms of Concussion – The signs and symptoms of concussion may include but are not limited to: Headache, appears to be dazed or stunned, tinnitus (ringing in the ears), fatigue, slurred speech, nausea or vomiting, dizziness, loss of balance, blurry vision, sensitive to light or noise, feel foggy or groggy, memory loss, or confusion.

Oversight - Each district shall appoint and approve a Concussion Oversight Team (COT). The COT shall include at least one physician and an athletic trainer if one is employed by the school district. Other members may include: Advanced Practice Nurse, neuropsychologist or a physician's assistant. The COT is charged with developing the Return to Play protocol based on peer reviewed scientific evidence.

Treatment of Concussion - The student-athlete/cheerleader shall be removed from practice or participation immediately if suspected to have sustained a concussion. Every student-athlete/cheerleader suspected of sustaining a concussion shall be seen by a physician before they may return to athletic or cheerleading participation. The treatment for concussion is cognitive rest. Students should limit external stimulation such as watching television, playing video games, sending text messages, use of computer, and bright lights. When all signs and symptoms of concussion have cleared and the student has received written clearance from a physician, the student-athlete/cheerleader may begin their district's Return to Play protocol as determined by the Concussion Oversight Team.

Return to Play - According to the Texas Education Code, Section 38.157:

A student removed from an interscholastic athletics practice or competition (including per UIL rule, cheerleading) under Section 38.156 may not be permitted to practice or participate again following the force or impact believed to have caused the concussion until:

(1) the student has been evaluated, using established medical protocols based on peer-reviewed scientific evidence, by a treating physician chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student;

(2) the student has successfully completed each requirement of the return-to-play protocol established under Section 38.153 necessary for the student to return to play;

(3) the treating physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play; and

(4) the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student:

(A) have acknowledged that the student has completed the requirements of the return-to-play protocol necessary for the student to return to play;

(B) have provided the treating physician's written statement under Subdivision (3) to the person responsible for compliance with the return-to-play protocol under Subsection (c) and the person who has supervisory responsibilities under Subsection (c); and

(C) have signed a consent form indicating that the person signing:

(i) has been informed concerning and consents to the student participating in returning to play in accordance with the return-to-play protocol;

(ii) understands the risks associated with the student returning to play and will comply with any ongoing requirements in the return-to-play protocol;

(iii) consents to the disclosure to appropriate persons, consistent with the Health Insurance Portability and Accountability Act of 1996 (Pub. L. No. 104-191), of the treating physician's written statement under Subdivision (3) and, if any, the return-to-play recommendations of the treating physician; and

(iv) understands the immunity provisions under Section 38.159.

Parent or Guardian Signature

Date

Student Signature

Date

Insurance Options

Injuries happen in sports. Unfortunately without insurance major injuries can get expensive. We would like you to be prepared for when your child gets injured and needs medical attention.

The school district does not purchase insurance for school injuries or athletic injuries. You assume all liability by allowing your student athlete to participate and by signing the required Emergency Information sheet. There are options though! Below is information about insurance policies available for you to purchase.

Student Accident Insurance – The Hartford Group

- Available to all students enrolled in BISD.
- Available options (one time payments, prices may vary. Please contact the company for exact costs)

School Time Coverage - \$45.00

Optional Football Coverage - \$235.00

24 hour Coverage - \$130.00

Extended Dental Benefit - \$13.00

- Brochures are available in the school office
- For more information please contact:

Bene-Marc, Inc

6301 Southwest Blvd, Suite 101

Fort Worth, TX 76132

817-738-6899

Cook Children's Health Plan

- toll free 1-866-971-COOK (2665)
- www.cookchp.org

CHIP/ Children's Medicaid / Texas Star Program

- toll free 1-877-KIDS-NOW (1-877-543-7669)



Purchase Order/Voucher Request Form

Request #

Date Entered

Entered By

Purchase Order Request

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

Deliver To

Mark For

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



BIRDVILLE INDEPENDENT SCHOOL DISTRICT

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 _____





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

9th

8th

7th





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

	Boys	Girls
VARSITY	_____	_____
JV	_____	_____
9 th	_____	_____
TOTAL	_____	_____

Number of athletes in program at beginning season. _____

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





Scouting Report

The following expenses were incurred by _____
Name

while scouting for _____ on _____
School Date

Expenses

Transportation Mileage

_____ X \$ _____ /mile = \$ _____
Total miles traveled Current Reimbursement Rate per mile

Misc. transportation

(taxi, etc. other than plane fare - submit receipts) \$ _____

Transportation Subtotal: \$ _____

Meals

\$5.00 maximum reimbursement
(Must include receipts and be 60 miles or more outside Metroplex)

Meals Subtotal: \$ _____

Lodging

(If applicable, must attach itemized receipts)

Lodging Subtotal: \$ _____

Other expenditures

(Must include itemized receipts with this form)

Other Expenditures Subtotal: \$ _____

Total Travel Expenses: \$ _____

Names of all persons accompanying you on trip:

Notes/Comments:



BIRDVILLE INDEPENDENT SCHOOL DISTRICT

Special Honors

Year _____

School: _____

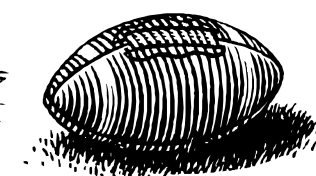
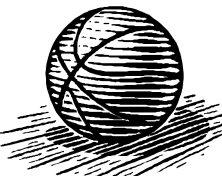
Sport: _____

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. _____





BIRDVILLE INDEPENDENT SCHOOL DISTRICT

Travel Expenses Other Than Scouting

Name _____ Travel Date(s) _____

Sport _____

Trip Information

Destination _____

Purpose _____

Miles traveled _____ @ \$. _____ /mile = \$ _____
(Include a day-by-day mileage report with this form)

Meals \$ _____

(\$5 maximum)

(Note: turn in receipts with this form)

(Note: Reimbursement for meals applies only to hours not normally on duty).

Total Amount for Reimbursement \$ _____

Remarks:

