This handbook was developed to familiarize coaches with the policies and procedures of The Bryan Independent School District’s Athletic Program. It defines various policies and procedures that are to be followed in order to facilitate communication within the limits of BISD school board policy.

This handbook will be an effective form of orientation for new as well as experienced coaches at all levels of the athletic program. It will also serve as a means of communication for students and the community in general.

**ATHLETIC DEPARTMENT STATEMENT OF PHILOSOPHY**

The Bryan ISD Athletic Department's objective is to play a pivotal role in development of skills in leadership, teamwork, dependability, accountability, sportsmanship, and work ethic. Maintaining high standards of conduct, citizenship and academic achievement are essential to this process. Athletes will be evaluated on a constant basis to encourage each individual to perform to the best of their ability at all times. The development and welfare of the student-athlete is our concern and transcends any other consideration.

The athletic program at Bryan is a voluntary program. **It is a privilege, not a right, to be a student-athlete at Bryan ISD;** therefore, the privilege of representing the Bryan Independent School District carries with it a greater responsibility to conduct oneself with respect and dignity, and to serve as a role model for all students. Student-athletes are expected to conduct themselves in a manner that reflects positively on the School District at all times, regardless of location. This includes both on and off-campus conduct that occurs before, during and after the school year. Consequently, it is necessary for student-athletes to hold to a certain code of conduct that is above and beyond those followed by their peers.

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. All student-athletes shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in interscholastic programs affords. Negative attitudes and behaviors violate the athletic department’s goals and philosophies. Acts of unacceptable conduct tarnish the reputation of everyone associated with the athletic program and will not be tolerated. Violations could result in losing the privilege of participating in Bryan ISD athletics.

The general philosophy of the BISD Athletic Department regarding violations of conduct or academic policy is that when these expectations are not met, then the athlete is experiencing a “setback.” With each “setback,” there is a consequence. We will strive to help student-athletes when a “setback” occurs. If these choices of behavior continue, the welfare of the team and the athletic program must take priority. Coaches have the responsibility to maintain a consistent and fair system of discipline with their teams, but should exercise sound judgment in evaluating specific consequences for “setbacks,” keeping in mind the welfare of the team, as well as the individual.
PARENT-COACH COMMUNICATION PLAN
Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to children. As a parent, when your child becomes involved in our athletic program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child’s program.

Communication Parents Should Expect from Their Child’s Coach
The following should be made available to parents prior to the first game
Practice and game information, including locations, times, structure and attendance expectations.
Procedures for reporting and attending to injuries.
Academic requirements for eligibility.
Sportsmanship expectations for athletes and fans.
How and when to contact the coach with a question or a concern.
Team rules and expectations.

Communication Coaches Should Expect from Parents
Notification of any schedule conflicts at least 24 hours before a game or practice by phone or e-mail, unless it is an emergency.
Ways to help your child improve.
Specific concerns about your child’s behavior.
Specific concerns about the treatment of your child, mentally and physically.

Issues NOT Appropriate to Discuss With Coaches
Other athletes in the program.
Coaches and their strategies.
Playing time.

PLAYING TIME: As your child becomes involved in the athletic program, he/she will experience some of the most rewarding moments of his/her life. It is also important to understand that there also may be times when things do not go the way you and your child wishes. Usually, this involves playing time. Coaches are professionals, and they make judgments based on their training and what they feel is best for all student-athletes involved in their programs. Playing time is earned through performance and is not guaranteed to any student-athlete. If an athlete is concerned about their playing time they should request a meeting with their respective coaches. Coaches will provide honest feedback to the athlete and identify performance areas that can be improved to gain additional playing time and experience.

Procedure for Addressing with the Coach an Appropriate Concern:
Parents must follow the proper chain of command pertaining to any issues, concerns or questions. This process always begins first with the coach.
1. Email or call coach to schedule a time to discuss your concern. You can expect a response to your request within 24 hours of your email or phone call. Please do not attempt to confront a coach before or after a contest. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. A 24-hour “cool-down” period immediately after each game/contest is in place during which there should be no contact or discussion with a coach. Please respect the 24-hour cool-down period policy.
2. Discuss concern with coach.
3. After meeting with the coach, if you are not satisfied with the resolution, contact the Campus Principal.

BISD STUDENT-ATHLETE EXPECTATIONS
Students in the Bryan ISD Athletic Program are representatives of the School District and must conduct themselves in a manner that reflects positively on the School District at all times.

- Student-athletes will act as students first and athletes second. Dedication to academic success is necessary to compete in the athletic program.
- Student-athletes will comply with all UIL rules and guidelines.
- Student-athletes will comply with and adhere to the behavioral, dress and grooming standards as identified in the Bryan ISD Student Code of Conduct.
- Student-athletes will comply with all BISD Athletic Department rules and guidelines and those established for a specific team in which the student-athlete participates.
- Student-athletes will treat all school property with respect and ensure that school property is returned upon request and in good condition (excluding reasonable wear and tear).
- Student-athletes will be courteous and respectful toward all fellow participants, school faculty and staff members, district support staff, spectators, parents and officials, whether from BISD or from any other school district.
- Student-athletes will be punctual and prepared for all games, practices, meetings, and/or other scheduled events related to athletics. They are expected to provide advanced prior notice to the coach if unable to attend any of these activities at least 24 hours in advance unless it is an unexpected circumstance.
- Student-athletes will be responsible for themselves and accountable for their own actions.
- Student-athletes will be hard workers on and off the field/court.
- Student-athletes will be coachable. Being coachable means they are willing to accept feedback from the coach without pushback and then give an honest effort to try and use feedback to better their skills
- Student-athletes will place team above self.
- Male athletes will not wear earrings while representing BISD Athletics in practice, games, while traveling with the team, etc.
- Student-athletes will carry themselves as positive role models at all times by upholding a positive image, displaying leadership, and respecting the rights of others.
- Student-athletes will not engage in the use or promotion of drugs, alcohol, tobacco products or steroids.
- Student-athletes will be dedicated to the Bryan Athletic Program.

**UIL PHYSICALS AND PAPERWORK**

Athletes that are in the Athletic Period are expected to have a UIL Physical form and all UIL Paperwork on file within 6 school days from the first day of school, or within 6 days from the first day they are enrolled if they transfer in after school has started. Students who do not have a UIL Physical and all UIL Paperwork on file within this time frame may be removed from the Athletic Period.

Athletes that are not in the Athletic Period, but are participating in a sport, will not be allowed to participate, nor will they be considered part of the team until they have a UIL Physical form and all UIL Paperwork on file.

**NUMBER OF SPORTS**

We encourage each Athlete to participate in at least two sports. We believe that being a multi-sport athlete helps the development of Middle School Athletes and better prepares them for High School Athletics.

Athletes that are in the Athletic Period will be expected to participate in a Fall and/or Winter sport or they may be removed from the Athletic Period.

**DISTRICT TRANSFERS DURING THE SCHOOL YEAR**

A student athlete that moves from Davila to SFA or from SFA to Davila during the school year, will only be allowed to participate in athletics at their new school if the previous school administration completes that Athletic Transfer Paperwork stating that the student athlete left on good terms. Student athletes who are deemed to have left the previous campus on good terms, will be eligible to participate in practices immediately but will not be allowed to participate in a UIL game or event for 15 calendar days.

**PROCEDURES FOR QUITTING A SPORT**

Any player beginning a season in a sport is expected to fulfill their commitment to that team. The whole premise of our program is built on commitment, responsibility, and a “never give up attitude”. Concerns and frustrations can usually be worked out with proper communication between the athlete and coach. The season is defined as two weeks after the first day of practice and ends with the final game.

Any athlete wishing to quit a sport must complete the following steps:
1. Meet with their coach and express his/her desire to discontinue participation in that sport.
2. Have his/her parents sign a letter stating that they are aware of their child’s decision and agree.
If a player quits a sport after the two week grace period and before the season ends, that player will not be eligible to participate in another sport for 4 weeks and until the sport they quit is over. The 4 weeks will begin on the date the player informed the coach of their intent to quit. Participation is considered practices and try-outs outside of the school period, and use of facilities before or after school or playing in an athletic contest.

Exceptions can be made if the Head Coach of the sport that the athlete quit, the Campus Coordinator and the Head Coach of the sport the athlete is wanting to participate in all agree that the athlete quit for extenuating circumstances.

If the athlete desires to get out of athletics completely or is removed from participating in athletics by the Campus Coordinator, but is not allowed to be removed from the athletic class by the counselor’s office, they must dress out and participate as directed to receive a passing grade. If a student has quit sports more than once, that student may face more severe consequences which may include not being allowed to participate in future seasons of the sport they quit and/or the possibility of not being allowed to participate in any athletic program at BISD.

STUDENT-ATHLETE VIOLATIONS and CONSEQUENCES

LEVEL 1 MISCONDUCT
- Grooming or dress code policy violation, as defined by Student Code of Conduct
- Wearing jewelry to practice or games when participating
- Tardy to academic class, practice or games without permission from the coach
- Not providing prior notice to the coach when absent from practice/event
- *Missing practices (this includes before, during and after school, as well as scheduled Saturday or holiday practices)
- Not dressing out for practice without prior permission from coach
- Engaging in acts of disrespectful behavior, such as:
  - cheating in classroom
  - using profane language or gestures during competition or practice
  - being insubordinate to a teacher, coach, school official, or game official
  - being disruptive during a class, practice, game, meeting or other school event
  - taunting or unsportsmanlike behavior toward an opponent or spectators
  - Referral or ISS placement--ISS Assignment results in no game competition allowed during the assignment, but the athlete is allowed to practice after school with his/her team during ISS assignment.
- Failing to return school property as directed.

*Missed practices will result in a make-up workout, just as there is make-up work for missing an academic class.

LEVEL ONE VIOLATIONS may result in:

1. Sport related Discipline Reminders (to be determined by the Coach)
2. A possible placement on an Athletic Department Behavior Contract if repeatedly breaking Level 1 rules.

LEVEL 2 MISCONDUCT
- Fighting
- Repeated Level 1 offenses
- Engaging in theft, destruction, or misuse of school district property.
- Engaging in hazing, harassment or bullying of others as defined by the Bryan ISD Student Code of Conduct. 2 or 3
- Buying, selling, giving, delivering, using, possessing, or being under the influence of tobacco, alcohol, marijuana, a controlled substance (without a proper prescription), or dangerous drug at any time and regardless of whether the student is on school property or at a school-related event.
- Maintaining or being identified on a website or blog that depicts behavior that is illegal or is sexual in nature.
- Sending, transmitting, or posting images or other material that is related to illegal or sexual activity.
- Engaging in conduct prohibited by the Bryan ISD Student Code of Conduct that is punishable by placement in DAEP or expulsion.

LEVEL TWO VIOLATIONS may result in:

1. A mandatory conference with Athletic Campus Coordinator,
2. A mandatory placement on an Athletic Department Behavior Contract
3. A possible game/event suspension
4. And/or possible removal from the Athletic Program:
STUDENT-ATHLETE BEHAVIOR CONTRACT
BISD ATHLETIC DEPARTMENT

I (Student Name) _______________________________________ understand that I am on probation concerning my status with the Bryan ISD Athletic Program. I know that any incident in which I do not meet the behavioral expectations, on and off the court/field, of the athletic program will result in immediate disciplinary action. I fully understand what those behavioral expectations are, and I also understand that by signing this contract I have agreed to the terms and conditions listed below:

Upon any violation of campus rules or BISD Athletic Department rules, the following will result:
1. One Discipline Reminder Workout for 5 days.
2. The Athlete will be expected to participate in practice or off-season workouts. The Discipline Reminder Workout will take place at the beginning of practice or off-season workout or once practice or off-season workout is complete. This will be the Coach’s decision.
3. Issuing a formal apology to the coaching staff and teammates for actions detrimental to the team.
4. Upon a second offense, the same consequences will occur, along with a one game suspension.
5. Upon a third offense, the athlete may be removed from the sport involved or removed from the athletic program.

I understand that failure to meet these conditions may result in termination from the athletic program. This contract has been written and approved by the BISD Athletic Department and will be signed by the coaches involved, the Athletic Coordinator, the athlete, and a parent/guardian of the athlete.

Athlete Signature ________________________________________ Date ______

Parent Signature________________________________________ Date_____

Coach____________________________________________________ Date_____

Campus Coordinator (if different from Coach above)________________________ Date ______

1st OFFENSE DETAILS:

2nd OFFENSE DETAILS
**3rd OFFENSE DETAILS:**

*The Following Section of the Policy is for Coaches*

**COACHES CODE OF ETHICS**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated as though he or she was the coach’s own, and his or her welfare should be uppermost at all times.

1. The coach shall be aware that he/she has a tremendous influence, for either good or ill, on the education of the student-athlete and thus, shall never place the value of winning above the value of instilling the highest ideals of character.

2. The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic coordinators, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

3. The coach shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.

4. The coach shall master the contest rules and shall teach them to his/her team members. The coach shall not seek advantage by circumvention of the spirit or letter of the rules.

5. The coach shall exert his/her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, administrators.

6. The coach shall respect and support contest officials. The coach shall not indulge in conduct, which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

7. The coach should meet and exchange cordial greetings with the opposing coach to set the correct contest tone for the event before and after the contest.

8. The coach shall not exert pressure on faculty members to give student-athletes special considerations.

9. The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic associations.

**PROFESSIONAL BEHAVIOR EXPECTATIONS**

Coaches' lives are open to public scrutiny; therefore, coaches should use good judgment in conducting their private and public lives. The following rules are necessary to uphold the highest professional behavior of coaches when working with young children. Coaches serve as role models for interactions on and off the court. Disciplinary action will result for any violation.

*The following will not be tolerated:*

1. Use of liquor or illegal drugs on the job or coming to work under the influence of liquor or illegal drugs.

2. Unauthorized removal of property belonging to other employees, employers or students.

3. Insubordination (not carrying out reasonable requests) of supervisory personnel.

4. Inadequate or deficient work performance—either deliberate or incapable.

5. Unauthorized release of information regarding colleagues, employer, students or parents, which includes spreading gossip or malicious rumors.

6. Failure to notify athletic department supervisor of absence from school, practice or contest.

7. Fighting or attempt to injure another person.

8. Willful destruction of school district, colleague, employer or student property.

9. Solicitations of donations not approved by the school district.

10. Falsifying or refusing to give testimony concerning accidents or incidents, which are being investigated.

11. Contact with media without prior approval from Athletic Director. All contact with media (other than reporting scores, stats, etc...) must be approved by the Athletic Director.

12. Inappropriate classroom, practice or game attire. Coaches are expected to dress appropriately for the occasion, whether it is in the classroom or on the athletic field.

13. The use of abusive language or actions in practice, in games, or elsewhere in dealing with athletes. All coaches are expected to exercise tight control over their emotions and actions during practice and when in front of the public.

14. Violating the BISD Electronic Media Policy

15. Use of personal cell phone during practice, games or any other professional assignment. There is a time and place for cell phone use. Use during practice or game time is not acceptable.

16. Use of school issued keys by students. Do not allow students to use your keys.

**PUBLIC RELATIONS**
Each coach is a representative of the Bryan Independent School District. It is the personal responsibility of each coach to maintain good relations with the faculty, parents, and general public, as well as create a favorable picture of the athletic program. The coach should maintain a positive relationship with parents and never hesitate to confer with them on subjects involving their child.

ATHLETIC DEPARTMENT PROCEDURES & EXPECTATIONS

1. OFFICE DECORUM
   Coaches’ offices should be neat and presentable at all times. All equipment that does not fit neatly on or under your desk must be stored in proper equipment storage areas. No boxes should be stored in or around your desk.

2. CELL PHONES
   We should not allow students to use their cell phones during practice, film sessions, study hall, etc... therefore; coaches should follow the same practice. Our athletes deserve the full attention of the coach, and cell phones distract from that ability. Please do not have cell phones out during practice, games, film sessions, etc...

3. KEYS
   Doors/lockers that need to be unlocked must be handled by the coach.
   Never give your district keys to a student. This could result in the loss of keys by coach.

4. BUS DRIVING – All Coaches should work to become CDL certified (unless medical reasons.)

5. LOCKER ROOMS
   A. Locker rooms must be monitored at all times.
   B. Athletes should not be left unattended in the locker room areas.
   C. Locker Room Guidelines for Athletes-the Athletic Coordinators will provide locker room guidelines for each coach to share with his/her athletes prior to issuing lockers.

6. CHARACTER EDUCATION WITH ATHLETES
   A. Every BISD high school and middle school athlete will receive one character education lesson each of the 36 weeks of the school year.
   B. Each lesson is designed be discussed with the athletes using approximately 5-10 minutes one day per week (see Tips on Leading Discussions on pg. iii). Coaches should follow the lesson plan provided so that they can lead successful discussions. Coaches must be the leaders in the lesson plan discussions.
   C. The Athletic Department has established a calendar that accompanies your workbook, stating what lesson should be taught each week of the school year. All programs must adhere to this calendar so that athletes do not receive repeat lessons as they transition from sport to sport.
   D. There must be a consistent day each week established for character education lessons so that our athletes get accustomed to these lessons and understand that we believe in their importance. All lessons begin the week of Sept. 1st.

7. TEAM SELECTION
   Regarding team rosters and playing time – please review the following items and expectations:
   A. The goal is to maintain two teams at each grade level with a minimum of 10 players on the A Team and, preferably 12-15 on the B Team as issues may arise that would decrease the team number over the course of the season. This standard is for VB / BB only; FB should attempt to keep a minimum of 22 players per team per level. Track rosters should include every possible student-athlete that is in the athletic period.
   BISD does not cut athletes in our current system. If the numbers for your sport exceed the A & B Team requirements, we will provide some instruction to a C Team. Work with other schools within the district to schedule a few games for this group to participate in. The C Team practice schedule does not have to align with A & B Teams but basic skills should still be taught to these athletes throughout the season.
   ***DO NOT POST a “MADE THE TEAM” LIST or a “CUT” LIST.
   B. Maintain 100% academic eligibility for each team at each grade level. It is the Coaches in charge of each sport and the Middle School Coordinators responsibility to keep track of grades of athletes throughout the grading period.
   C. Effort, energy and personal responsibility are keys to a positive experience for the student-athletes, be sure to stay motivated and positive with the student-athletes.
   D. Playing time should be based on practice and effort. All players on the roster should be able to enter the game for a reasonable time period to make a contribution to the total team outcome.
   E. Each program regardless of outcome should represent their coaches, school and BISD with the upmost respect and dignity. This is from the classroom to the buses to the game and back.
PARTICIPATION CONFLICT POLICY
When a student is confronted with a conflict resulting from two or more co-curricular activities being scheduled at the same time, the following procedure will apply:
A. When a conflict occurs between scheduled practices, the student may choose either activity without loss of membership, academic penalty or status in the other activity.
B. When a conflict occurs between a competition/performance and a scheduled practice, students are expected to attend the competition/performance without loss of group membership, academic penalty or status in the other activity.
C. When conflict occurs between two competition/performances, the student may choose either activity after consulting with the adult advisors in a timely manner. If a serious difference of opinion arises, the student and the adult advisors will resolve the conflict jointly.
  a. The overall importance of the conflicting events will be weighed against each other in this decision process and will serve as the determining factor.
  b. If, in the opinion of the advisors, both competition/performances can be attended, the student will be expected to attend both activities.
D. Adult advisors will make every effort to coordinate annually to avoid scheduling conflicts.

EQUIPMENT
A. WE WILL NOT REQUIRE STUDENT ATHLETES TO PURCHASE STANDARD EQUIPMENT, SHORTS, T-SHIRTS, UNIFORMS, PROTECTIVE GEAR.
B. Each Campus is expected to provide standard equipment that is presentable.
   All coaches are responsible for care of equipment used by their athletes.
   No equipment will be ordered without a purchase order approved by the Athletic Coordinators.
   It is all coach’s responsibility to see that all equipment is:
     a. Kept Clean
     b. In Good Condition
     c. Returned at the end of the season
     d. Paid for by the athlete if it is lost
     e. Treated respectfully by all athletes
   All BISD equipment is to be taken up when a student is wearing it outside of school participation.
C. Dressing rooms and equipment are to be clean and orderly at all times with all equipment properly stored.
D. All athletes need to clean their shoes after each muddy practice BEFORE entering the locker room or school buildings.

ATHLETIC ELIGIBILITY
Each coach must know and make a diligent effort to understand the interpretations of all UIL rules. It is the responsibility of the coach to explain these rules each year to their athletes and to see that they abide by them. Ignorance on the part of an athlete or coach concerning any rules is no excuse. Violations of a rule on the part of an athlete or coach can result in suspension of a school from league activities.
Before a student can practice, he/she must have all paperwork on file: Contact the Training staff of your zone if there are questions.
Students that have transferred onto your campus are eligible immediately

PRACTICE PROCEDURES
All practices will follow UIL rules.
Practices will not be closed.
Students should know a day ahead of time the length of practice so parents will know when to pick up or expect the athlete home.
Coaches should keep a record of practice as to time, date and length of practice. This should be kept in a file in case needed.
Coaches MUST monitor athletes at the release of practice. Athletes are not to run the halls while waiting for their ride or the athletic bus.
Coaches should have the Lightning Detection system on their phones that will alert if lightning is in the vicinity. It is every Coach’s responsibility to ensure that we seek proper shelter if lightning occurs.
At least one Coach should remain present until the last Athlete has been picked up.
The following sports will be considered “in the athletic period” – football, volleyball, basketball.
The following sports will be considered “after school” – soccer, tennis, track, golf.
Track will be allowed to be practiced during the period based on the recommendation of the Coordinators. All other sports will practice before or after school.
# MIDDLE SCHOOL ATHLETIC IN-DISTRICT TRANSFER INFORMATION

This form is to be completed and sent to the student's new campus if the transfer is within district. This form is to be completed by the previous campus. Example: Student transfers from SFA to Davila, the SFA coordinator should complete this form and e-mail it to the coordinator at Davila.

**Students Name** ____________________________________________________________

**Campus Student last attended** ______________________________________________

**Coach completing this form** ________________________________________________

<table>
<thead>
<tr>
<th>Principal (Printed Name)</th>
<th>(Signature)</th>
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**Principal (Printed Name) | (Signature) |

1. **Yes**  No  **Discipline issues:** (If Yes, please describe. Attach additional paperwork if necessary.)

2. **Yes**  No  **Was the student academically eligible at your campus?** (If No, please list classes they were failing at the end of the last grading period.)

3. **Yes**  No  **The Athlete had all required UIL Paperwork on file.** (If No, what paperwork is missing?) (If yes, please send the appropriate paperwork to the new Campus.)

4. **Yes**  No  **Athlete has turned in all school issued equipment.** (If No, please list the items they still owe)

5. **Yes**  No  **Athlete has medical issues that effected their participation.** (If Yes, please explain)

6. **Yes**  No  **Did the Athlete ever quit a sport on your campus?** (If Yes, please list the sport and any explanation necessary)

7. **Yes**  No  **Do you know the reason the student has transferred from your Campus?** (If Yes, please explain.)

List any other information you feel is necessary that would assist the Athlete in being successful and information that would assist the Coaches.

_____________  I believe this student should be able to participate in athletics and should be allowed to play in official UIL games after waiting the 15 Day waiting period (15 calendar days from date of enrollment)

_____________ I do not believe this student should be able to participate in athletics for the reasons stated above.